REGULAR CITY COUNCIL MEETING

Tuesday, September 09, 2025 at 5:30 PM

Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043

AGENDA

A live stream of this meeting is available on the City's YouTube page.

CALL TO ORDER

INVOCATION

PLEDGES OF ALLEGIANCE

ROLL CALL

CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*

ANNOUNCEMENTS AND PRESENTATIONS

ITEMS REQUIRING PUBLIC HEARINGS

1. Public Hearing regarding the proposed tax rate

2. Public hearing regarding a request to rezone the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District)

3. Public hearing regarding a request a Re-plat on the property located at 1113 Wren St, as submitted by Teresa McGee, Texas Surveying & Engineering, Inc, *Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11*

4. Public hearing regarding recommendations for amending 14.02.005 Definitions

5. Public hearing regarding recommendations for amending Chapter 14 Appendix A, Schedule of Uses to include but not limited to Short Term Rentals allowed in the B-3 District

6. Public Hearing regarding the FY 2025-2026 trash rates for the City of Glen Rose

INDIVIDUAL ITEMS FOR CONSIDERATION

7. Discussion, consideration and possible action regarding a request to rezone *the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District)*

8. Discussion, consideration and possible action regarding a request a Re-plat on the property located at 1113 Wren St, as submitted by Teresa McGee, Texas Surveying & Engineering, Inc, *Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11*

9. Discussion, consideration and possible action regarding the recommendations for amending 14.02.005 Definitions

10. Discussion, consideration and possible action regarding the recommendations for amending Chapter 14 Appendix A, Schedule of Uses to include but not limited to Short Term Rentals allowed in the B-3 District

11. Discussion, consideration, and possible action regarding an increase in trash rates for the City of Glen Rose

12. Discussion, consideration, and possible action regarding the addition of a NO PARKING ZONE on both sides of Stadium Drive, From Mary Lynn Drive to Allen Drive

13. Discussion, consideration, and possible action regarding the addition of a NO PARKING ZONE/FIRE LANE on Ruth Parker Lane near the GRISD Junior High campus

14. Discussion, consideration, and possible action regarding Resolution No. 2025-R-15 changing the date of the November 2025 Regular City Council meeting

15. Discussion, consideration, and possible action regarding Resolution No. 2025-R-12 to amend the current personnel policies

BUDGET WORKSHOP

16. Discussion regarding Fiscal Year 2025-2026 Budget

CONSENT AGENDA *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

17. *Consider approval or other action regarding the* minutes of the

    August 12, 2025, Regular City Council Meeting

    August 18, 2025, Special City Council Meeting

    August 26, 2025, Regular City Council Meeting

18. Consider approval or other action regarding the accounts payable report for August 2025

19. Consider approval or other action regarding the financial report for August 2025

STAFF REPORTS

20. Public Works Director Report

21. Police Chief Report

22. Building and Planning Department Report

23. Code Enforcement and Animal Control Report

24. Convention and Visitors Bureau Director Report

25. City Secretary's Report

26. City Administrator's Report

MAYOR AND COUNCIL MEMBER REPORTS

EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

27. **EXECUTIVE SESSION - Section 551.071 Consultation with Attorney** – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: **Interlocal Agreements**

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

28. Discussion, consideration, and possible action regarding matters discussed in Executive Session - Section 551.071 Consultation with Attorney – Interlocal Agreements

ADJOURN

Note: The Glen Rose City Council may convene into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Veronica Welch, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted at or before 05:00 PM on Wednesday, September 03, 2025, and remained posted for at least two hours after said meeting was convened.

_____

Veronica Welch, City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm

by _____ . _____

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Public hearing regarding a request to rezone the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	**DATE SUBMITTED:**	8/9/25
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Public hearing regarding a request a Re-plat on the property located at 1113 Wren St, as submitted by Teresa McGee, Texas Surveying & Engineering, Inc, *Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11*		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	**DATE SUBMITTED:**	8/9/25
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Public hearing regarding recommendations for amending 14.02.005 Definitions		
PREPARED BY:	P&Z Chairperson Pam Streeter	**DATE SUBMITTED:**	8/9/25
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Public hearing regarding recommendations for amending Chapter 14 Appendix A, Schedule of Uses to include but not limited to Short Term Rentals allowed in the B-3 District		
PREPARED BY:	P&Z Chairperson Pam Streeter	**DATE SUBMITTED:**	8/9/25
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Public Hearing regarding the FY 2025-2026 trash rates for the City of Glen Rose		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	September 2, 2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request to rezone *the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District)*		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	**DATE SUBMITTED:**	7/15/25
EXHIBITS:	**1.** New Zoning Use Application **2.** Property Notification Letter **3.** 200' Surrounding Property map **4** Current Zoning Map. **5.** Future Land Use Map **6.** B-2 (General Commercial District) **7.** R-2 (Single- and Two-Family District)		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

- 7/15/2025 – Zoning Change Request Application was received
- 8/9/2025 - Notice of Public Hearing was posted in the local newspaper
- 3/14/2025 – 15 Property owner letters were sent representing 15 properties

02 Letters have been confirmed as received

13 Letters unconfirmed as received

00 Letters were returned

01 Favorable response has been returned

00 Opposition response has been returned

RECOMMENDED ACTION: Move to approve or deny as presented.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request to rezone *the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District)*		
PREPARED BY:	Alison Couch, Building Official	**DATE SUBMITTED:**	7/15/25
EXHIBITS:	**1.** New Zoning Use Application **2.** Property Notification Letter **3.** 200' Surrounding Property map **4** Current Zoning Map.	**5.** Future Land Use Map **6.** B-2 (General Commercial District) **7.** R-2 (Single- and Two-Family District)	

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

The rezone application was reviewed by the Building Official for conformance with the current Code of Ordinances, the Future Land Use Map, the and Comprehensive Plan.

- The proposed R-2 zoning is inconsistent with adjacent zoning.
- The proposed R-2 zoning is inconsistent with the General Commercial designation on the Future Land Use Map.
- The proposed R-2 zoning is inconsistent with the 2023 Comprehensive Plan designations of Floodplain and Waterfront.
- The proposed R-2 zoning would be placed directly on a Major Collector Route as identified in the Mobility Framework Map of the Comprehensive Plan.

RECOMMENDED ACTION: Consider the request and move to approve or deny as presented.

Staff use only
Date Received: 5/29/25

on hold 5/29/25
OK to process 7/15/25

Building, Planning & Code Enforcement
City of Glen Rose, Texas 76043 **Tel: (254) 897-9373 Fax: (254) 897-7989**

New Zoning Use Application

Address of property: 1113 Wren St., Glen Rose, TX 76043

Applicant's Name: David Dickens Date: 5/28/2025

Property Owner Information

Full Name: White Rock Homes & Design, LLC, David Dickens

Address: 503 Cottonwood St., Ste C, Glen Rose, TX 76043

Telephone No: Email:

Applicant/Owner's Representative (if not the owner)

Full Name: David Dickens

Address:

Telephone No: Email:

Present zoning at site: B-2 Requested new zoning use: R-2

Form of Ownership of the property: [ ] Individual [ ] Partnership [X] Corporation

Intended use of property {must be specific):

The intended use of the property is for single family residential purposes. The goal is to establish three residences with a shared driveway system in the rear of the property coming off of Wren Street and green space easements in between the lots to expand the outdoor space.

I/We, am/are the owner{s) of the property. I/We hereby certify that all the information provided is true and correct.

Owner{s) Signature:

Date: 5/28/25

Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

NOTIFICATION

August 15, 2025

NOTICE OF PUBLIC HEARING

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on August 27, 2025 before the Planning and Zoning Commission and on September 9, 2025 before the City Council on a request by applicant, David Dickens, to rezone the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District).

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property referenced above that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for rezoning which is under consideration, and a map showing all the properties within 200' of the property referenced above. If you would like to register your opinion in favor or in opposition to granting the rezoning request, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of property referenced above provide written notice of their objection to the issuance of the rezoning request, instead of a simple majority it will require a vote of ¾ of all City Council members to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend but would like to listen to the hearings, generally the proceedings are broadcast via YouTube, search for City of Glen Rose.

Should you have any questions, please contact us at developmentservices@glenrosetexas.org or at (254) 897-2272.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 **Fax: (254) 897-7989**
Email: developmentservices@glenrosetexas.org

Re: Request to Rezone Property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ **DATE:** _____

ADDRESS: _____

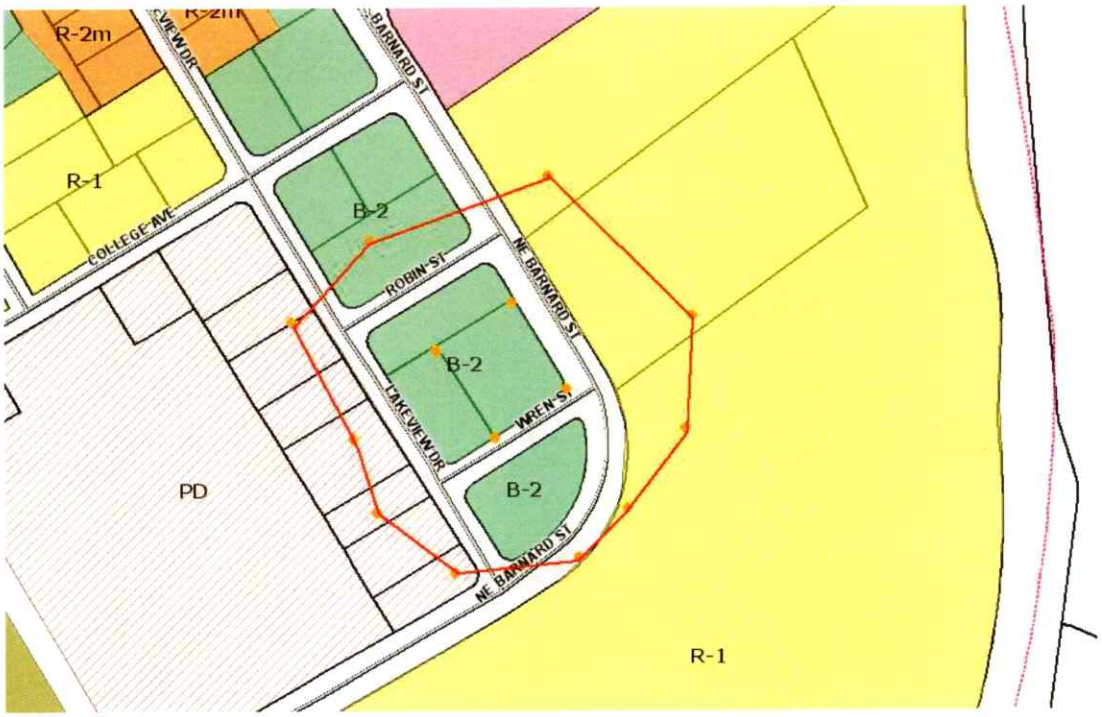
I AM ( ) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

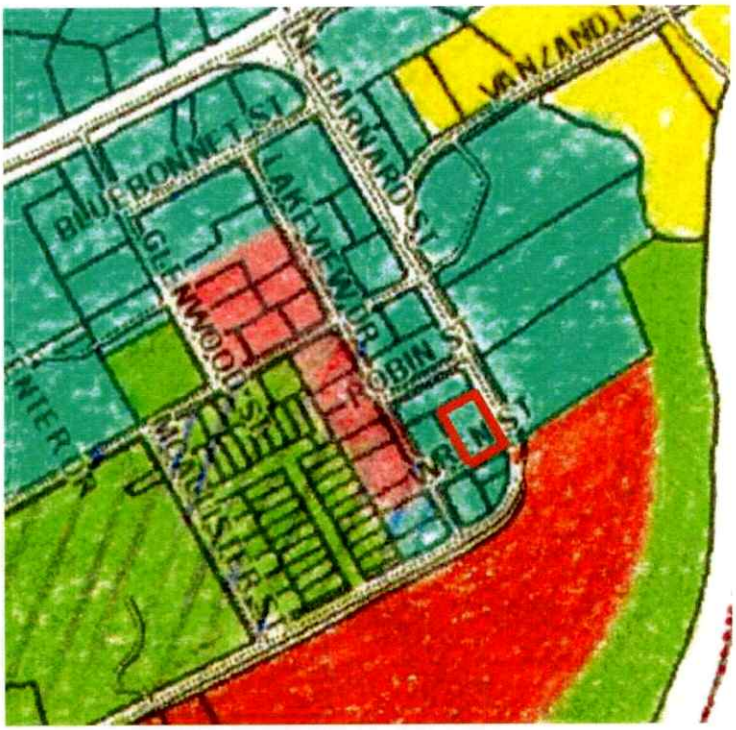
_____
_____
_____
_____
_____
_____
_____

Building Official, Planning and Zoning (P&Z)

1113 Wren St – 200 ft Radius



Future Land Use Map



LEGEND

Zone	Map Section/Area	Color	Color Name
R-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PP	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

14.02.048 B-2 General Commercial District

(a) Purpose. The B-2 General Commercial District is established to accommodate most commercial activities that cannot generally be accommodated in the B-1 district. This district permits the storage of goods, materials, equipment, machinery and vehicles outside of enclosed buildings.

(b) Permitted uses. The uses permitted in the B-2 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.

(c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for the uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.

(d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.

(e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. No enclosed or covered parking is specifically required.

(Ordinance 240 adopted 3/15/94; 2007 Code, sec. 155.22)

14.02.043 R-2 Single- And Two-Family Residential District

(a) Purpose. The R-2 district permits single-family and two-family (duplex) residential housing units.

(b) Permitted uses. The uses permitted in the R-2 district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.

(c) Special use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward their recommendations of action for the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for such uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.

(d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percent of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.

(e) Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. Parking for at least 2 motor vehicles shall be provided by an enclosed garage or carport for each dwelling unit constructed after the date of adoption of this article.

(f) Sales displays prohibited.

(1) Garage sales shall be permitted in accordance with this Code of Ordinances.

(2) It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless the vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.

(g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.17; Ordinance 17.02.13A adopted 2/13/17; Ordinance 2020.01.13A, sec. 3, adopted 1/13/20)

NOTICE OF PUBLIC HEARING

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 **Fax: (254) 897-7989**
Email: developmentservices@glenrosetexas.org

Re: Request to Rezone Property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11 from B-2 (General Commercial District) to R-2 (Single and Two Family District).

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: Shirley Williams **DATE:** August 19, 2025

ADDRESS: 1112 Robin St.

I AM (✓) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building Official, Planning and Zoning (P&Z)

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request a Re-plat on the property located at 1113 Wren St, as submitted by Teresa McGee, Texas Surveying & Engineering, Inc, *Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11*		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	**DATE SUBMITTED:**	7/15/25
EXHIBITS:	**1.** Preliminary Plat Application **2.** Property Notification Letter **3.** 200' Surrounding Property map **4** Plat		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

- 7/15/2025 – Preliminary Plat Application was received
- 8/9/2025 - Notice of Public Hearing was posted in the local newspaper
- 3/14/2025 – 15 Property owner letters were sent representing 15 properties

03 Letters have been confirmed as received

12 Letters unconfirmed as received

00 Letters were returned

00 Favorable response has been returned

00 Opposition response has been returned

RECOMMENDED ACTION: Move to approve or deny as presented.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	8/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request a Re-plat on the property located at 1113 Wren St, as submitted by Teresa McGee, Texas Surveying & Engineering, Inc, *Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11*		
PREPARED BY:	Alison Couch, Building Official	**DATE SUBMITTED:**	7/15/25
EXHIBITS:	**1.** Preliminary Plat Application **2.** Property Notification Letter **3.** 200' Surrounding Property map **4** Plats		
BUDGETARY IMPACT:	**Required Expenditure:**	$00.00	
	Amount Budgeted:	$00.00	
	Appropriation Required:	$00.00	
CITY ADMINISTRATOR APPROVAL:			

SUMMARY:

Revisions were made to the originally submitted plats per staff comments. The applicant has submitted two separate plats, one for the proposed new zoning and one for the current zoning in case the rezone is not approved. The below comments remain outstanding from the review process and will need to be corrected prior to recording a plat.

- Please revise block number to 100. It was revised in the owners statement and title block but not on the lot numbering.
- Revise City of Glen Rose note C to correct zoning. You have submitted two separate plats dependent on the approved zoning, the R-2 plat should have note C revised to R-2 zoning.
    - If the R-2 rezone is approved, screening will be required between the R-2 and B-2 properties and shall be included in the City of Glen Rose notes section on the R-2 plat
- R-2 zoning will require 6,600 sf lots for single family development or 7,500 sf for two family unit development. The proposed lot sizes do not conform to R-2 zoning as proposed in the concurrent rezone application.
- R-2 zoning will require 60' lot width. The proposed lot width does not conform to R-2 zoning as proposed in the concurrent rezone application.
- R-2 zoning will require a 25' side yard setback on the corner lot 3.

RECOMMENDED ACTION: Consider the request and move to approve or deny as presented.

Staff use only
Date Received: 5/29/25
Fee : 159.00 Paid on: 5/29/25

Building, Planning and Code Compliance
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

on hold 5/29/25
ok to process 7/15/

Preliminary Plat Application

Address of property: 1113 Wren St., Glen Rose, TX 76043

Applicant's Name: Texas Surveying & Engineering, Inc. Date: 5-28-25

Property Owner Information

Full Name: White Rock Homes and Design, LLC.; C/O David Dickens

Address: 503 Cottonwood St., Ste C, Glen Rose, TX 76043

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: Teresa McGee, Texas Surveying & Engineering, Inc

Address: _____

Telephone No: _____ Email: _____

Property Information

Present zoning at site: B-2

Form of Ownership of the property: [ ] Individual [ ] Partnership [ ] Corporation

Legal Description of current property:

Acres: 0.403, A#136 Lot # _____ Block: _____

Subdivision: _____

Addition comments/information

_____

_____

_____

_____

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information provided is true and correct.
Owner(s) Signature:

_____ _____ Date: 5/28/2025

Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

NOTIFICATION

August 15, 2025

NOTICE OF PUBLIC HEARING

A public hearing will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on August 27, 2025 before the Planning and Zoning Commission on a request by applicant, Teresa McGee, Texas Surveying & Engineering, Inc, to request a Re-Plat on the property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11.

Dear Property Owner:
You are receiving this notice because our records indicate you own property within 200' of the property referenced above that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for a Preliminary Plat which is under consideration, and a map showing all the properties within 200' of the referenced property. If you would like to register your opinion in favor or in opposition to granting the Re-Plat, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of the referenced property provide written notice of their objection to the issuance of the Re-Plat Request, instead of a simple majority it will require a vote of ¾ of all City Council members to approve the request.

You are welcome to attend and participate in the Public Hearing. If you are unable to attend but would like to listen to the hearings, generally the proceedings are broadcast via YouTube, search for City of Glen Rose.

Should you have any questions, please contact us at developmentservices@glenrosetexas.org or at (254) 897-2272.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 **Fax: (254) 897-7989**
Email: developmentservices@glenrosetexas.org

Re: Request to Re-Plat Property located at 1113 Wren St., Acres: 0.387, Tract: C7-11, Abst: A136, A136 MILAM CO SCH LD, TRACT C7-11.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____ **DATE:** _____

ADDRESS: _____

I AM ( ) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

_____
_____
_____
_____
_____
_____
_____

Building Official, Planning and Zoning (P&Z)

Proposed lots if rezone is approved

State of Texas
County of Somervell

Whereas White Rock Homes and Design, LLC, being the sole owner of a 0.403 acre tract of land out of the Milam County School Lands Survey, Abstract No. 136, Somervell County, Texas, being all of that certain tract conveyed to White Rock Homes and Design, LLC in Clerk's File No. 20250439, Real Property Records, Somervell County, Texas (R.P.R.S.C.T.), and being further described by metes and bounds as follows:

The following Bearings, Distances, and/or Areas derived from GNSS observations performed by Texas Surveying & Engineering, Inc. and reflect N.A.D. 1983, Texas State Plane Coordinate System, North Central Zone 4202 (Grid), US Survey Feet.

BEGINNING at a found 1" smooth rod in the west right-of-way of Barnard Street, and at the southeast corner of a certain tract of land conveyed to Williams in Volume 67, Page 677, Deed Records, Somervell County, Texas (D.R.S.C.T.), for the northeast and beginning corner of this tract; WHENCE a found 1/2" iron rod at the northeast corner of said Williams tract bears N 32°37'24" W, 66.94 feet;

THENCE S 29°03'40" E, 139.74 feet, with the west right-of-way of said Barnard Street, to a found 1/2" iron rod for the southeast corner of this tract, being the intersection of the west right-of-way of said Barnard Street with the apparent north right-of-way of Wren Street;

THENCE S 59°50'05" W, 125.80 feet, with the apparent north right-of-way of said Wren Street, to a set 1/2" capped iron rod stamped "TEXAS SURVEYING" in the east line of a certain tract of land conveyed to Fowler in Clerk's File No. 2022307I, R.P.R.S.C.T., for the southwest corner of this tract;

THENCE N 31°11'02" W, 133.93 feet, to a set 1/2" capped iron rod stamped "TEXAS SURVEYING" at the northeast corner of said Fowler tract and in the south line of a certain tract of land conveyed to Turner in Volume 39, Page I, D.R.S.C.T., for the northwest corner of this tract; WHENCE a found angle iron in concrete at the westerly common corner of said Fowler and Turner tracts bears S 57°17'56" W, 84.14 feet;

THENCE N 57°17'56" E, 131.00 feet, to the POINT OF BEGINNING.

Surveyor's Certificate

Know All Men By These Presents:

That I, Zachariah R. Savory, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as "set" were properly placed under my personal supervision.

Preliminary: this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Zachariah R. Savory, Registered Professional Land Surveyor No. 5966
Texas Surveying & Engineering, Inc.
104 S. Walnut Street, Weatherford, TX 76086
weatherford@txs-e.com - 817-594-0400
Project ID: W2503055-P
Field Date: April 7, 2025
Revised Date: August 13, 2025

Surveyor's Notes:

1) No abstract of title or title commitment was provided to this surveyor. Record research done by this surveyor was made only for the purpose of determining the boundary of this property and of the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property.

2) Currently this tract appears to be located within the following area(s):

Special Flood Hazard Area, Zone "AE" - Area determined to be within the 1% annual chance (100-year) Special Flood Hazard Area - With Base Flood Elevation (BFE)

Special Flood Hazard Area, Shaded Zone "X" - 0.2% annual chance flood hazard (500-year); areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile

according to the F.I.R.M. Community Panel Map No. 48425C0155D, dated September 21, 2023, for up to date flood hazard information always visit the official F.E.M.A. website at FEMA.gov.

3) Bearings, Distances, and/or Areas derived from GNSS observations and reflect N.A.D. 1983, Texas State Plane Coordinate System, North Central Zone 4202 (Grid - US Survey Feet).

4) Underground utilities were not located during this survey. Call 811 and/or Utility Providers before excavation or construction.

5) Before construction, please consult all applicable governing entities regarding rules and regulations that may affect construction on this property (i.e. architectural control committee, municipal departments, home owners assoc., etc.).

6) C.I.R.S. = set 1/2" capped iron rod, stamped "TEXAS SURVEYING INC"

7) At time of plat, the Minimum Finished Floor Elevation of 644.4 feet, as shown for Lot 3, Block 1, is one foot above the Base Flood Elevation established by the current FEMA FIRM Panel of 643.4 feet (referenced in note #2 above).

Certificate of Record

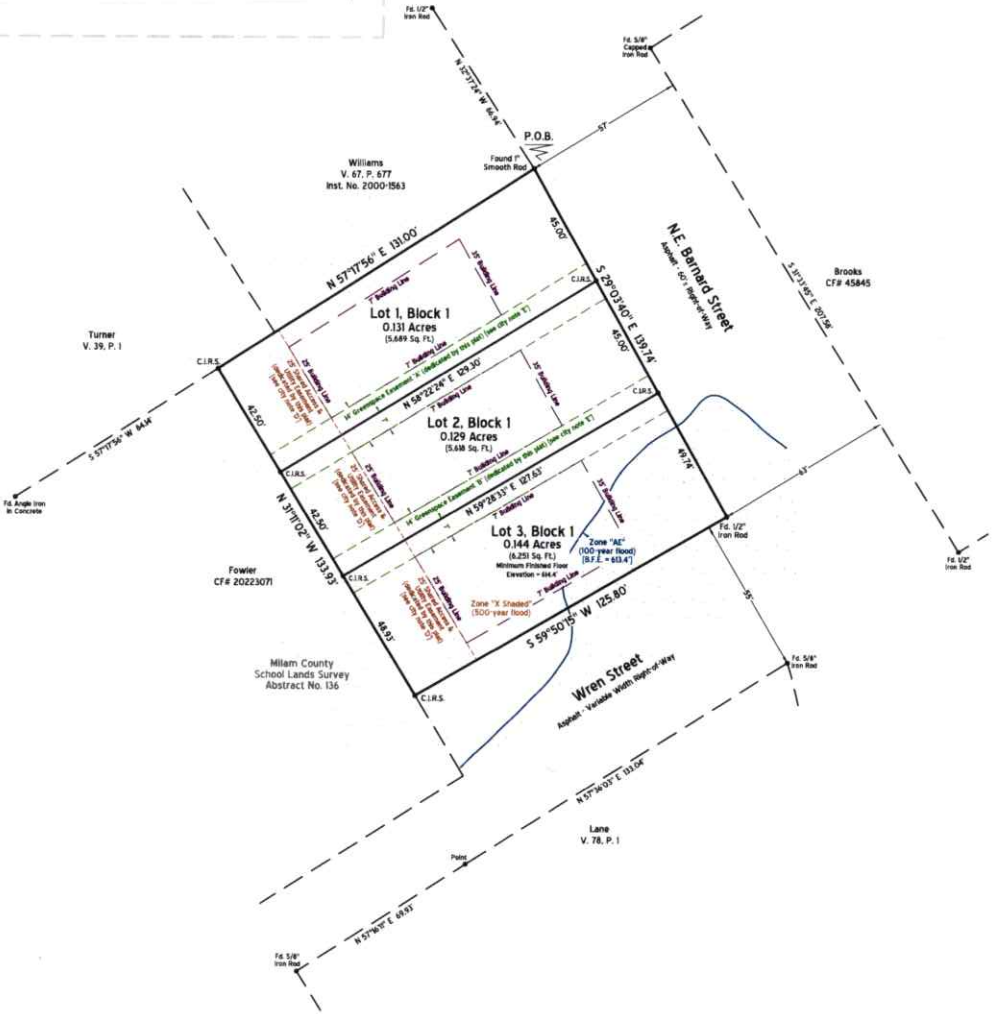
State of Texas
County of Somervell

I, Michelle Reynolds, County Clerk of Somervell County, Texas, do hereby certify that the foregoing plat, with its certificate of authentication, was filed for record in my office on the day of _____, 2025, at _____ o'clock _____m, in the Official Public Records (OPR) of said County in:

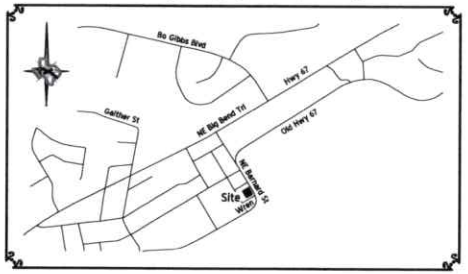
Plat Cabinet _____, Slide _____

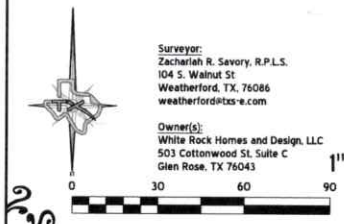
In testimony whereof, witness my hand and official seal of office, the _____ day of _____, 2025.

_____
Michelle Reynolds
Clerk, County Court
Somervell County, Texas



Vicinity Map (1" = 1,500')





1" = 30'

Surveyor:
Zachariah R. Savory, R.P.L.S.
104 S. Walnut St
Weatherford, TX, 76086
weatherford@txs-e.com

Owner(s):
White Rock Homes and Design, LLC
503 Cottonwood St, Suite C
Glen Rose, TX 76043

Sheet 1 of 1
Arch C (18" x 24")

Now, Therefore, Know All Men By These Presents:

That White Rock Homes and Design, LLC, owner of the above described tract of land, do hereby adopt this plat designating the herein described property as **Lots 1-3, Block 100, White Rock Ridge**, an addition to the City of Glen Rose, Somervell County, Texas; and do(es) hereby dedicate to the public's use the streets, rights-of-way and easements shown hereon.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Glen Rose, Somervell County, Texas.

Witness, my hand, this the _____ day of _____, 2025.

By:
_____
White Rock Homes and Design, LLC (Owner)
David Dickens (Managing Member)

State of Texas
County of _____

Before me, the undersigned authority, a notary public in and for the State of Texas, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed, on behalf of said entities and in the capacities stated.

given under my hand and seal of office on this the _____ day of _____, 2025.

_____
Notary Public in and for the State of Texas

City of Glen Rose Notes:

A) Sewer services to be provided by City of Glen Rose.

B) Water services to be provided by City of Glen Rose.

C) At time of plat, this property is zoned B-2 General Commercial District.

D) Per this plat, drive access is only permitted off of Wren, utilizing the 25 foot Shared Access & Utility Easement, as shown. Drive access off of N.E. Barnard Street is prohibited.

E) The 14 foot Greenspace Easement (7 feet on each side of lot line), as shown on the face of this plat, is an area reserved for common use between adjoining lot owners. Greenspace Easement 'A' is to be shared between owners of Lots 1 and 2. Greenspace Easement 'B' is to be shared between owners of Lots 2 and 3.

THE CITY OF GLEN ROSE TEXAS

This plat has been submitted to and considered by the Planning & Zoning Commission of the City of Glen Rose, Texas, and is hereby approved by the Planning & Zoning Commission.

Dated this the _____ day of _____, 2025.

By:
_____
Mayor

Attest:
_____
Secretary

Preliminary Plat
Lots 1-3, Block 100
White Rock Ridge
an addition to the City of Glen Rose, Somervell County, Texas

Being a 0.403 acre tract of land out of the Milam County School Lands Survey, Abstract No. 136, Somervell County, Texas

August 2025

TEXAS SURVEYING & ENGINEERING INC.
WEATHERFORD - MINERAL WELLS - ALEDO
SURVEYING FIRM NO. 10100000 - ENGINEERING FIRM NO. F-17586

Proposed lots if rezone is NOT approved

Somervell County Clerk

Sheet 1 of 1
Arch C (18" x 24")

State of Texas
County of Somervell

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THENCE S 59°50'15" W, 125.80 feet, with the apparent north right-of-way of said Wren Street, to a set 1/2" capped iron rod stamped "TEXAS SURVEYING" in the east line of a certain tract of land conveyed to Fowler in Clerk's File No. 20223071, R.P.R.S.C.T., for the southwest corner of this tract;

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Surveyor's Certificate

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That I, Zachariah R. Savory, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as "set" were properly placed under my personal supervision.

Preliminary; this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Zachariah R. Savory, Registered Professional Land Surveyor No. 5966
Texas Surveying & Engineering, Inc.
104 S. Walnut Street, Weatherford, TX 76086
weatherford@txs-e.com - 817-594-0400
Project ID: W2503055-P
Field Date: April 7, 2025
Revised Date: August 13, 2025

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1) No abstract of title or title commitment was provided to this surveyor. Records research done by this surveyor was made only for the purpose of determining the boundary of this property and of the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property.

2) Currently this tract appears to be located within the following area(s):

Special Flood Hazard Area, Zone "AE" - Area determined to be within the 1% annual chance (100-year) Special Flood Hazard Area - With Base Flood Elevation (BFE)

Special Flood Hazard Area, Shaded Zone "X" - 0.2% annual chance flood hazard (500-year) areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile

according to the F.I.R.M. Community Panel Map No. 48425C0155D, dated September 21, 2023; for up to date flood hazard information always visit the official F.E.M.A. website at FEMA.gov.

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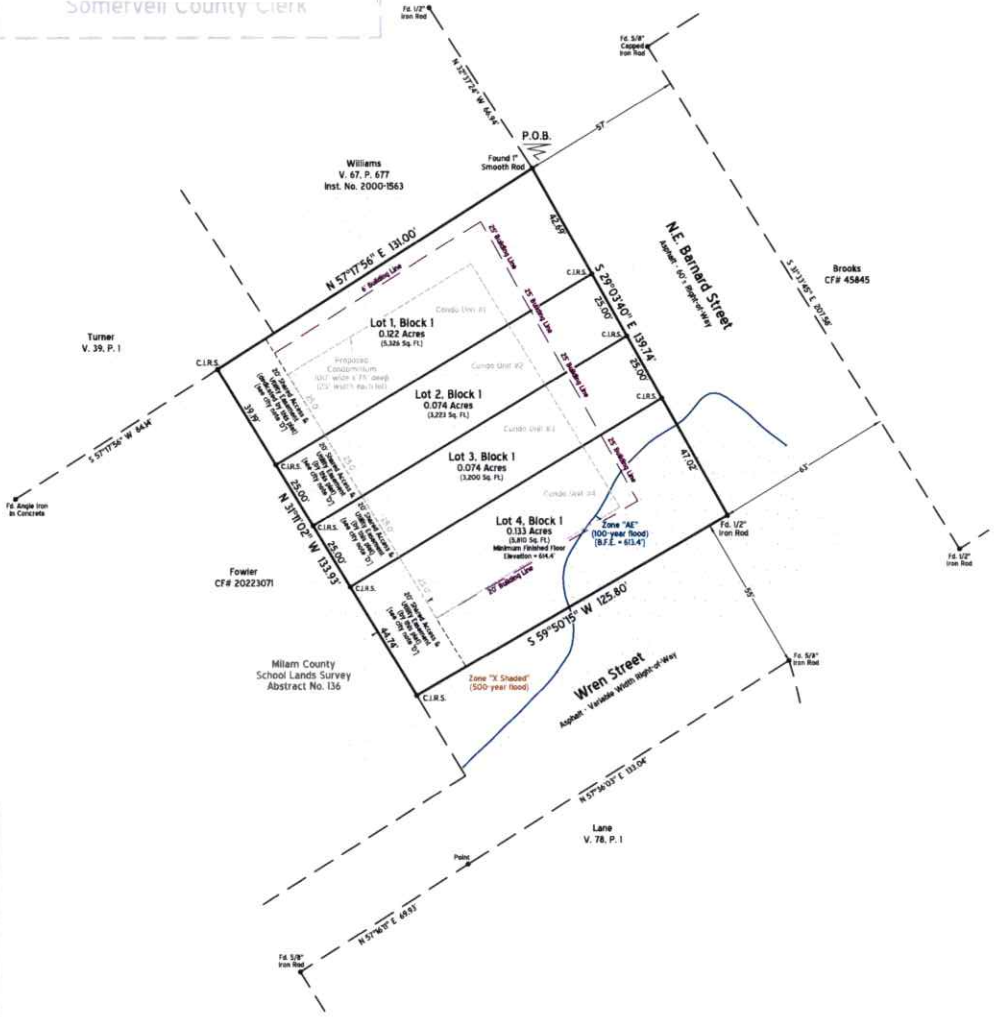
6) C.I.R.S. = set 1/2" capped iron rod, stamped "TEXAS SURVEYING INC"

7) At time of plat, the Minimum Finished Floor Elevation of 614.4 feet, as shown for Lot 3, Block 1, is one foot above the Base Flood Elevation established by the current FEMA FIRM Panel of 613.4 feet (referenced in note #2 above).



Now, Therefore, Know All Men By These Presents:

That White Rock Homes and Design, LLC, owner of the above described tract of land, do hereby adopt this plat designating the herein described property as **Lots 1, 2, 3, and 4, Block 100, White Rock Ridge, an addition to the City of Glen Rose, Somervell County, Texas**, and do(es) hereby dedicate to the public's use the streets, rights-of-way and easements shown hereon.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Glen Rose, Somervell County, Texas.

Witness, my hand, this the _____ day of _____, 2025.

By:

_____
White Rock Homes and Design, LLC (Owner)
David Dickens (Managing Member)

State of Texas

County of _____

Before me, the undersigned authority, a notary public in and for the State of Texas, on this day personally appeared _____, known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed, on behalf of said entities and in the capacities stated.

given under my hand and seal of office on this the _____ day of _____, 2025.

_____
Notary Public in and for the State of Texas

City of Glen Rose Notes:

A) Sewer services to be provided by City of Glen Rose.

B) Water services to be provided by City of Glen Rose.

C) At time of plat, this property is zoned B-2 General Commercial District.

D) Per this plat, drive access is only permitted off of Wren, utilizing the 20 foot Shared Access & Utility Easement (as shown). Drive access off of N.E. Barnard Street is prohibited.

THE CITY OF GLEN ROSE TEXAS

This plat has been submitted to and considered by the Planning & Zoning Commission of the City of Glen Rose, Texas, and is hereby approved by the Planning & Zoning Commission.

Dated this the _____ day of _____, 2025.

By:

_____
Mayor

Attest:

_____
Secretary

Certificate of Record

State of Texas
County of Somervell

I, Michelle Reynolds, County Clerk of Somervell County, Texas, do hereby certify that the foregoing plat, with its certificate of authentication, was filed for record in my office on the day of _____, 2025, at _____ o'clock _____m, in the Official Public Records (OPR) of said County in:

Plat Cabinet _____, Slide _____

In testimony whereof, witness my hand and official seal of office, the _____ day of _____, 2025.

_____
Michelle Reynolds
Clerk, County Court
Somervell County, Texas

Surveyor:
Zachariah R. Savory, R.P.L.S.
104 S. Walnut St
Weatherford, TX, 76086
weatherford@txs-e.com

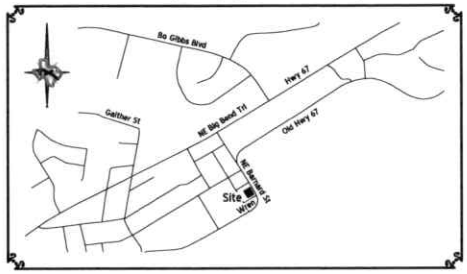
Owner(s):
White Rock Homes and Design, LLC
503 Cottonwood St, Suite C
Glen Rose, TX 76043

1" = 30'

0 30 60 90

Area Reserved for
Somervell County Clerk

Vicinity Map (1" = 1,500')



Preliminary Plat
Lots 1, 2, 3 and 4, Block 100
White Rock Ridge
an addition to the City of Glen Rose, Somervell County, Texas

Being a 0.403 acre tract of land out of the Milam County School Lands Survey, Abstract No. 136, Somervell County, Texas

August 2025

TEXAS SURVEYING & ENGINEERING INC.
WEATHERFORD - MINERAL WELLS - ALEDO
SURVEYING FIRM NO. 10100000 - ENGINEERING FIRM NO. F-17586

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding the recommendations for amending 14.02.005 Definitions		
PREPARED BY:	P&Z Chairperson Pam Streeter	**DATE SUBMITTED:**	08/9/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

Move to approve or deny as presented.

14.02.005 Definitions

For the purpose of this article, certain words and term are hereby defined, not all Schedule of Uses are defined, but the Use Type should be self-explanatory. If a Use Type is not defined, then no deviation from the exact wording of the Type is allowed without permission by Planning & Zoning or City Council.

Words used in the present tense include the future tense, words in the singular number include the plural number, and words in the plural number include the singular number. The word "building" includes the word "structure," except as otherwise specified. The term "use" means "used or intended to be used for, or arranged or designed for use." The word "shall" is mandatory, not directory; the word "may" is permissive. The word "person" includes a firm, association, organization, partnership, trust, foundation, company or corporation as well as an individual. The word "including" means "including, but not limited to."

The following definitions shall apply, unless the context clearly indicates or requires a different meaning:

Abut or abutting. Having lot lines or boundary lines in common.

An Accessory Building

An accessory building in a single-family residential district is a subordinate structure located on the same lot as the principal single-family dwelling, intended for use by family members of the occupants of the main dwelling. Such a building may provide living accommodations for family members but must not be used for short-term rentals (such as vacation rentals, Airbnbs, or transient lodging) or for long-term rental by non-family members, thereby ensuring occupancy is limited to relatives and preventing commercial or unrelated residential uses.

Accessory residential storage building. A building originally constructed for use as a storage building for the storage of materials and equipment. If in residential zones is accessory to a primary residential structure. Cargo containers, railroad cars, truck vans, converted mobile homes, trailers, recreational vehicles and similar prefabricated items and structures originally built for purposes other than storage of goods and materials are not accessory storage buildings. This building is not be to used as a dwelling.

Accessory use. A subordinate use which is incidental to the main or primary use.

Adult arcade. Any place to which the public is permitted or invited wherein coin-operated, token-operated or electronically, electrically or mechanically controlled still or motion picture machines, projectors or other image-producing devices are maintained to show images to 5 or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on matter depicting or describing sexual activities or specified anatomical areas.

Adult bookstore. A commercial establishment which as one of its principal business purposes offers for sale or rental for any form of consideration books, magazines, periodicals or other printed matter which are distinguished or characterized by an emphasis on matters depicting or describing specified sexual activities or specified anatomical areas.

Adult cabaret. A nightclub, bar, restaurant or similar commercial establishment which regularly features persons who appear in a state of nudity or give live performances which are distinguished or characterized by an emphasis on the exposure of specified anatomical areas or by an emphasis on specified sexual activities.

Adult motel. A hotel, motel or similar commercial establishment which:

1. Offers accommodations to the public for any form of consideration and provides patrons with closed-circuit television transmissions, films, motion pictures, videocassettes, slides or other photographic reproductions which are distinguished or characterized by an emphasis on matters depicting or describing specified sexual activities or specified anatomical areas, and has a sign visible from the public right-of-way which advertises the availability of this adult type of photographic reproductions;
2. Offers a sleeping room for rent for a period of time that is less than 10 hours; or
3. Allows a tenant or occupant of a sleeping room to sub-rent the room for a period of time that is less than 10 hours.

Adult movie theater. A commercial establishment where, for any form of consideration, films, motion pictures, videocassettes, video reproductions, slides or other visual representations are regularly shown which are distinguished or characterized by an emphasis on matters depicting or describing specified sexual activities or specified anatomical areas.

Adult video store. A commercial establishment which as one of its principal business purposes offers for sale or rental for any form of consideration photographs, films, motion pictures, videocassettes, video reproductions, slides or other visual representations which are distinguished or characterized by an emphasis on matters depicting or describing specified sexual activities or specified anatomical areas.

Alcohol Sales – Manufacturing – Brewer. Manufacture, import, transport, or transfer of malt beverages as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Manufacturing – Winery.* Manufacture of wine as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Manufacturing – Distiller and Rectifier.* Manufacture of distilled spirits and rectify, purify, refine, or mix distilled spirits and wine as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Distribution – General Distributor.* Distribution of malt beverages as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Distribution – Wholesaler*. Distribution of distilled spirits and wine as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Distribution – General Class B Wholesaler.* The distribution of wine as allowed by the Texas Alcoholic Beverage Commission.

Alcohol Sales – Retail – Mixed Beverage – On Premise. The sale of distilled spirits, wine, and malt beverages for on-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Wine and Malt Beverage Retailer – On and Off Premise.* The sale of wine and malt beverages for on- and off-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Wine and Malt Beverage Retailer – Off Premise Only.* The sale of wine and malt beverages for off-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Retail Dealer's On Premise*. The sale of malt beverages for on-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Retail Dealer's Off Premise.* The sale of malt beverages for off-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Package Store.* The sale of distilled spirits, wine, and malt beverages to consumers for off-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Retail – Wine Only Package Store.* The sale of malt beverages and wine to consumers for off-premise consumption as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Other – Bonded Warehouse.* The storage of distilled spirits and wine for producers and wholesalers as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Other – Manufacturer's Agent's Warehousing.* The storage of malt beverages imported from Mexico for export out of Texas as allowed by the Texas Alcoholic Beverage Commission. *Alcohol Sales – Other – Brewpub.* The brewing, bottling, canning, packaging, and labeling of malt beverages, as well as the sale of produced malt beverages to consumers at the brewpub for on or off premise consumption as allowed by the Texas Alcoholic Beverage Commission.

Alcohol Sales – Private Club. The storage and service of distilled spirits, wine and malt beverages for club members' on-premise consumption, even in dry areas; authority to transport alcoholic beverages from the place of purchase to the private club's licensed premises and to hold events at a temporary location away from the primary premises with approval. *Alcohol Sales – Private Club – Malt Beverage and Wine.* The storage and service of malt beverages and wine for club members' on-premise consumption, even in dry areas; authority to transport alcoholic beverages from the place of purchase to the private club's licensed premises and to hold events at a temporary location away from the primary premises with approval. *Alcohol Sales - Private Club – Exemption Certificate.* The storage and service of malt beverages and wine for club members' on-premise consumption, even in dry areas; authority to transport alcoholic beverages from the place of purchase to the private club's licensed premises and to hold events at a temporary location away from the primary premises with approval.

Alcohol Sales (Retail). Retail outlets where alcohol is the primary product for sale. Alcoholic beverages include beer, wine and liquor for the purpose of this definition. Alcoholic beverages may only be sold in accordance with the Texas Alcoholic Beverage Commission requirements and local laws.

Alley. A way which affords only a secondary means of access to abutting property.

Amusement, commercial (indoor). An amusement enterprise wholly enclosed in a building which is treated acoustically so that noise generated by the enterprise is not perceptible at the bounding property line, including but not limited to a bowling alley or billiard parlor.

Amusement park. Any building, lot, tract or parcel of land used in whole or part for the operation and maintenance of a circus, carnival, miniature golf course, golf driving range, batting cages, skating rinks, go-cart racing tracks and/or minstrel shows.

Amusement redemption machine. Any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with noncash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, with a wholesale value available from a single play of the game or device in an amount not more than 10 times the amount charged to play the game or device once or $5, whichever amount is less.

Animal hospital or clinic. A facility operated by a veterinarian for the purpose of examining and treating animals, including outdoor facilities for caring for the animals, and allowing the keeping of animals overnight.

Animal shelter. A facility that keeps impounded stray, homeless, abandoned or unwanted animals.

Apartment. A room or suite of rooms in an apartment building intended, designed or occupied as a home or residence by a single family, individual or group of individuals living together as a single housekeeping unit.

Apartment/Apartment Building. A building that contains rooms or a suite of rooms intended, designed, or occupied as a home or residence by a single family, individual, or group of individuals living together as a single housekeeping unit.

Arcade. A public place of business where 50% or more of the gross sales are derived from amusement machines. The term "amusement machine" shall mean every machine of any kind of character whatsoever, when the machine is capable of use or operation for amusement, other than for the purpose of vending merchandise, music, or a service such as telephone service, laundry service and the like. Included in the description of amusement machines are video games, pinball machines, miniature sports machines, and all other machines which designed for challenge, entertainment or pleasure.

Artisan Retail Shops: An artisan retail shop is a retail establishment where skilled craftspeople, known as artisans, create, display, and sell goods that are typically handmade or made using traditional techniques rather than mass production. These shops often feature unique, high-quality products that may be functional or decorative, such as jewelry, clothing, pottery, home decor, furniture, and art. The hallmark of artisan shops is the originality and craftsmanship of the items, often reflecting personal creativity and attention to detail.

Artisan retail shops emphasize supporting local talent, preserving traditional skills, and offering customers the opportunity to connect with the makers and learn about the inspiration and techniques behind their products. They are distinct from regular retail outlets that stock mass-produced goods, fostering a sense of community and investment in small business growth.

Asphalt, concrete batching plant. A facility, permanent or temporary, which mixes asphalt or cement with various aggregates and water in large quantities for transport elsewhere.

~~*Assisted living facility, nursing home, or rest home*. A private facility that provides care for chronically ill, aged, or disabled persons who need health supervision and related care, not including hospital care. Does not contain facilities for surgical care or the treatment of alcoholism, drug addiction, communicable disease, or injury.~~

Assisted living facility (which can include a residential home) is defined as an establishment that provides food and shelter to four or more persons who are unrelated to the proprietor of the establishment. Such a facility offers personal care services and may include the administration or supervision of medication. It may also provide limited skilled nursing services, including coordination of care, assessment of resident needs, and temporary skilled nursing treatment for minor illnesses or emergencies.

Key elements of assisted living in this residential context include:

- Furnishing food and shelter to at least four unrelated residents.
- Providing personal care services like assistance with feeding, dressing, moving, bathing, and other personal needs.
- Administration or supervision of medication by licensed or authorized persons.
- Potential provision of limited skilled nursing services as defined by Texas regulations.
- Emphasizing personal dignity, autonomy, independence, and privacy while supporting residents to age in place with varying levels of care based on their needs.

This is governed by Texas law, specifically Health and Safety Code Chapter 247, which sets out these definitions and the regulatory framework for assisted living facilities in

Athletic field or stadium. Land or building that allows community members and organized sporting events and teams to practice and play various sports. Also allows other civic, community, athletic, educational, cultural, and commercial activities to take place on the property.

Attached. Having one or more walls common with a main use building, or joined to a main use building by a covered porch or passageway, the roof of which is a part or extension of a main use building.

Auction house. A firm that conducts public sales in which real or personal property, animals, or other items are sold to the highest bidder.

Auditorium or amphitheater. An open, partially enclosed, or fully enclosed facility used or intended to be used primarily for spectator sports, entertainment events, expositions, and other public gatherings.

Auto and/or motorcycle sales lot. An open area or lot used for the display or sale of automobiles or motorcycles where no repair work is done except minor reconditioning of the automobiles or motorcycles to be displayed and sold on the premises, nor is there any dismantling of automobiles or motorcycles for sale or keeping of used parts or junk on the premises.

Auto paint and body shop. An establishment for the repair and/or painting of motor vehicle bodes. Does not include facilities for the sale of fuels, lubricants, or automotive accessories, nor for mechanical or electrical repairs.

Auto parts sales (indoor). A retail establishment that sells new automobile parts, tires, and accessories. May install minor parts.

Automated teller machine (ATM). A machine that dispenses currency prompted by a customer's credit or debit card and are not affixed to any gaming device or considered a gaming device.

Automotive repair shop. A facility that is categorized in any one of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7532, 7533, 7534, 7536, 7537, 7538, or 7539.

1. Facilities with SIC code 5013 that have no outside storage of any recycled oil or other hazardous substances are not included.
2. Facilities with SIC code 5014 that do not engage in any repair work are not included.
3. Facilities with SIC code 5541 that do not engage in any on-site repair work are not included.

Automobile/motor vehicle. A self-propelled mechanical vehicle designed for use on streets and highways for the conveyance of goods and people, including but not limited to the following: passenger cars, trucks (one-ton GVW or less), buses, motor scooters, motorcycles and recreational vehicles.

Automobile salvage or wrecking yard. An area outside of a building where motor vehicles are disassembled, dismantled, junked or "wrecked," or where motor vehicles not in operable condition or used parts of motor vehicles are stored.

Automobile service station. Any area of land, including structures thereon, that is used for the sale of gasoline, oil or other fuels, and automobile accessories, and which may include facilities for lubricating, washing, cleaning, mechanical repair and other normal servicing of automobiles. Painting is not considered within the scope of "other normal servicing."

Automobile, trailer, light truck, or tool rental. A facility where automobiles, trailers, lightweight trucks and/or specialty tools can be rented for short-term use upon agreement of payment terms.

Bakery (wholesale or commercial). A facility that is primarily engaged in the manufacture of products such as fresh or frozen bread, bread-type rolls, or dry bakery products such as biscuits, crackers, or cookies for wholesale or retail sale.

Bakery or confectionary (retail). An establishment or any part of an establishment that manufactures or prepares bread or bread products, pies, cakes, cookies, crackers, doughnuts, candy, or other similar products, including chocolate or sugar confectionary.

Basement. A story below the first story of a building.

Beauty salon/spa (full service). A state-licensed, commercial establishment which offers any combination of the following services:

1. *Cosmetic*. Including but not limited to: Permanent makeup and professional makeup applications.
2. *Hair*. Including but not limited to: Cut, style, color, perms, permanent straightening, weaves, extensions and braiding.
3. *Hair removal*. Including but not limited to: Waxing and laser hair removal.
4. *Massages*. Including but not limited to: Facials and other various types of body massages.
5. *Nails*. Including but not limited to: Manicures and pedicures.
6. *Skin*. Including but not limited to: Microdermabrasion, microneedling, dermaplaning and chemical peels.
7. *Tanning*. Including but not limited to: Tanning beds/booths and sunless tanning (spray on tanning).

Bed and Breakfast accommodation (residential home). A property with a structure existing prior to December 1, 1993, that is designed for and occupied as a single-family residence providing overnight accommodations to transient guests. The structure serves as the primary residence or homestead of its owner-operator with the bed and breakfast home considered to be an accessory use of the property. The establishment must be operated by the property owner.

Block. That property abutting on one side of a street and lying between the nearest intersecting or intercepting streets or nearest intersecting or intercepting street and railroad right-of-way, waterway, or other barrier to or gap in the continuity of development along the street.

Boarding (rooming) house. A dwelling with at least one common exterior entrance where separate sleeping rooms are available for rent for a period of seven or more consecutive days for compensation, pursuant to previous arrangements. The owner, agent, or rental manager may or may not reside within the dwelling. Excludes hotels or motels.

Body piercing. The creation of an opening in an individual's body, other than in an individual's earlobe, to insert jewelry or another decoration.

Body piercing shop. A facility in which body piercing is performed.

Brewery/Microbrewery. Premises where beer is manufactured, including everywhere beer is stored or issued from.

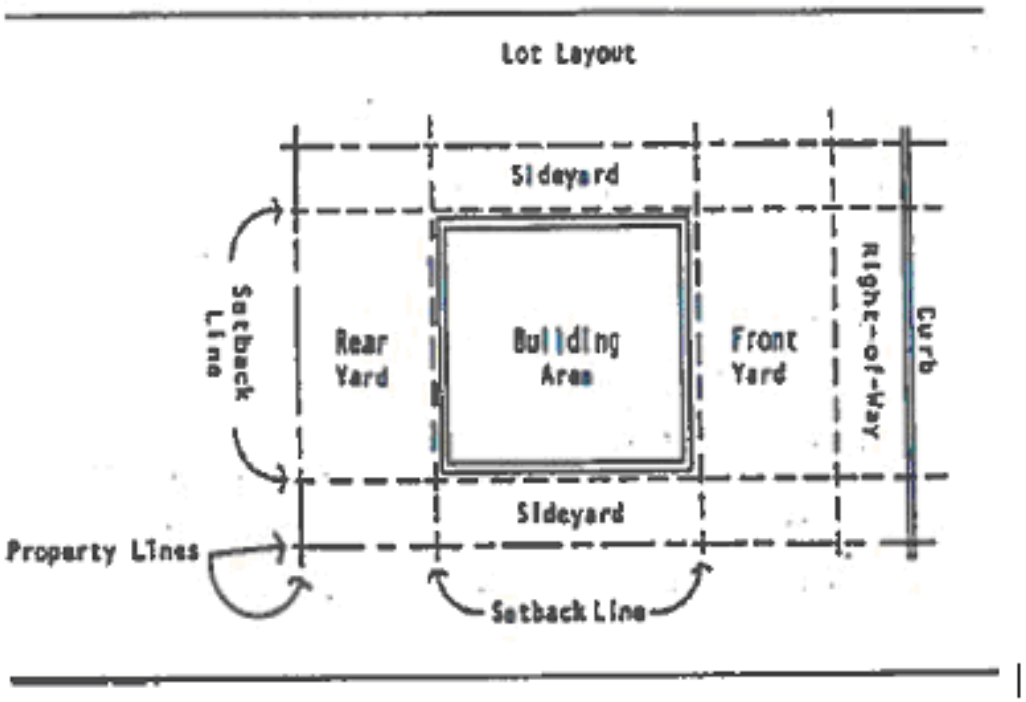
1. A brewery is a manufacturer producing packaged and key products for mass distribution regionally or nationally; will typically produce several hundred truckloads daily.
2. A microbrewery is a small enterprise where the product is served onsite and/or distributed locally.

Buffer area. An area of land together with specified planting and/or structures thereon, which may be required between land uses of different intensities to eliminate or minimize conflicts between the uses.

Building. Any structure built for the support, shelter or enclosure of persons, animals, chattels or movable property of any kind. When separated by dividing walls without openings, each portion of a structure so separated will be deemed a separate structure.

1. *Accessory building*. A building customarily incidental and subordinate to the primary building located on the same lot.
2. *Building site*. A single parcel of land occupied or intended to be occupied by a building or structure.
3. *Main use building*. A building in which the primary activity associated with the lot is conducted. In any residential district, any dwelling will be a primary building.

Building area. The portion of the lot remaining after the required yards have been provided.



Building coverage. The percentage of the lot area covered by the building exclusive of all overhanging roofs.

Building line. A line established, in general, parallel to the front street line. No building or structure may be permitted in the area between the building line and the street right-of-way line.

Building material sales, lumber yard, monument sales. A business which stocks building materials such as fencing, wire, brick, concrete, and lumber for use in building construction and landscaping.

Bus stop. An open location where buses may stop for a short duration to allow passengers to embark or disembark from a bus.

Bus terminal. Premises for the storage or parking of buses or the loading or unloading of passengers, not including public transportation service offered by a public entity.

Business. Includes retail, commercial, personal services, excavation, manufacturing and industrial operations and uses.

Business office. A room or group of rooms where the general administration and affairs of a business and the like are carried on, but where no actual transactions are conducted.

Cabinet or carpentry shop. A building or premises used for the design and construction of cabinets, shelves, and similar structures for subsequent sales, installation, and use in homes, businesses, and offices.

Carnival or circus (temporary).

1. A circus is an event that can be held outdoors or in a large area where people perform for a crowd; animals may be included in the act.
2. A carnival typically has amusement rides, vendor stalls selling a variety of products, and entertaining shows.

Carport. A permanent roofed structure open on at least 2 sides, designed for the parking and shelter of private passenger vehicles.

Carwash. A building, or portion thereof, where automobiles or other motor vehicles are automatically or manually washed regularly as a business.

Cellar. A building story with more than 1/2 of its height below the average level of the adjoining ground. A cellar shall not be counted as a story in computing building height.

Cemetery. Land used or intended to be used for the burial of the dead humans, including crematories, mausoleums and mortuaries.

Certificate of occupancy. An official certificate issued by the city which indicates conformance with or an approved conditional waiver from the zoning regulations and which authorizes the legal use of the premises for which it is issued.

Child care center or facility. A facility that provides care or supervision of more than 12 children under the age of 14 for less than 24 hours per day and the children who are not related by blood, marriage, or adoption to the owner or operator of the facility, regardless of whether or not the facility is operated for profit or charges for the services it offers.

Child care institution providing basic child care. A child care facility which provides care for more than 12 children for more than a 24-hour period. Basic child care does not include a 24-hour-a-day specialized program such as that offered by an emergency shelter, therapeutic camp, residential treatment center, halfway house, or institution serving mentally retarded children.

Child day care home. A facility, sometimes referred to as a registered family home, that regularly provides care in the caretaker's residence for not more than 6 children under the age of 14 years, excluding the caretaker's own children. When more than 6 children are kept in the home, it shall be considered as either a group day care home or child care center.

Church or rectory. A place of worship and religious training of recognized religions including the on-site housing of ministers, rabbis, priests and nuns.

Cigar bar or smoking room. An establishment used primarily for the sale of cigars or cigar-related products and alcoholic beverages if desired; does not allow admittance to persons under the age of twenty-one (21) without a guardian; does not employ any persons under the age of eighteen (18); generates at least 15% of its quarterly gross revenue from the sale of cigars or cigar-related products; and has a humidor on the premises. The tobacco products sold may be for on-premise and off-premise consumption. The ventilation

system shall ensure that smoke from the smoking lounge is incapable of migrating into any other portion of the building hosting the smoking lounge or into any other building in the vicinity of the smoking lounge. A cigar bar shall comply with all State laws pertaining to the sale or furnishing of tobacco products to minors.

Civic and social organizations. A society or association organized for the pursuit of some common objective by working together in a brotherly union.

Clinic. A group of offices for one or more physicians, surgeons, opticians or dentists to treat patients who do not remain overnight.

Community center. A building used primarily for the social or recreational activities serving the city, neighborhood or apartment complex.

Community garden. A shared garden space, managed by a public or nonprofit organization, a neighborhood association, community group, or individuals, used to grow and harvest crops for use by those cultivating the land and their households.

Conditional use. A use allowed in a zoning district only if a special use permit is granted by the city council.

Condominium. See definition of townhouse.

Contractor yard. A building and/or premises for the storage of materials, tools, products and vehicles used in the conduct of a construction business related to heating and air conditioning service, building construction, electrical service, landscaping service, plumbing service, utility service and the like.

Convalescent center. Any building or structure used for or customarily occupied by persons recovering from illness or suffering from infirmities of age. Must meet all state qualifications for this type of facility. This definition does not include any facility that is used for the rehabilitation of persons from drug, alcohol or similar type substance addictions.

Country club (private). An area of land containing either a golf course or tennis courts, or both, and a clubhouse and which is available to members only. Country clubs may contain adjunct facilities such as private club, dining room, swimming pool, and other similar recreational or service facilities.

Courtyard. An open, unoccupied space on the same lot with a building and bounded on 3 or more sides by the building; or the open space provided for access to a dwelling group.

Detached. Fully separated from any other building, or joined to another building by structural members not constituting an enclosed or covered space.

Display. The exhibition of vehicles, trailers, boats, goods, wares or merchandise for sale, rental or lease.

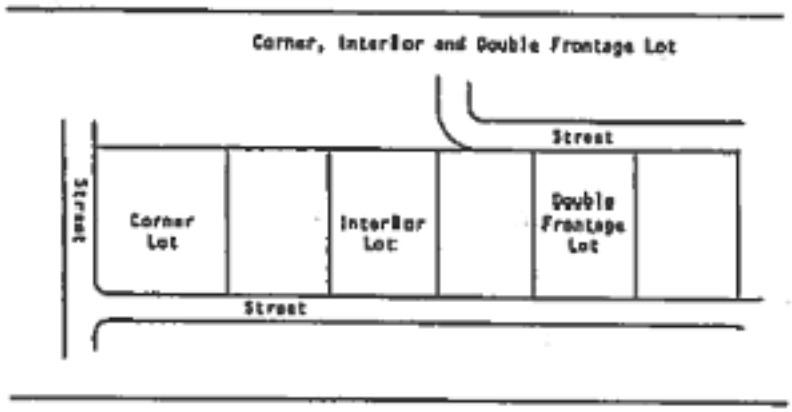
Distribution center, large. A building or group of buildings with cumulative storage space of over 5,000 square feet in area which is used for the storage of merchandise, goods and wares which are intended to be distributed to other retail or wholesale establishments.

Distribution center, small. A building or group of buildings with cumulative storage space not to exceed 5,000 square feet in area which is used for the storage of merchandise, goods and wares which are intended to be distributed to other retail or wholesale establishments.

District. A section or sections of the city, for which regulations governing the use of buildings and premises, the height of buildings, the size of yards and the intensity of use are uniform.

Double frontage. A lot with double frontage is a lot having lot lines formed by the intersection of 2 streets, whether public or private, and where the interior angle of the intersection is less than 135 degrees. A lot

fronting on a curved street shall also be considered a corner lot if the central angle of the curve is less than



135 degrees.

Drive-in restaurant. Any establishment where food and/or nonalcoholic beverage is sold to the consumer and where motor vehicle parking space is provided, and where patrons may be served in their respective vehicles or inside the establishment.

Drug and alcohol rehabilitation center. A facility used for the treatment or care of patients suffering from drug or alcohol addiction who may or may not remain overnight.

Dry cleaning or laundry. Any attended or unattended place, building or portion thereof, available to the general public for the purpose of washing, drying, extracting moisture from or dry-cleaning wearing apparel, cloth, fabrics and textiles of any kind by means of a mechanical appliance(s).

Dwelling or dwelling unit. A building or portion of a building which is arranged, occupied or intended to be occupied as living quarters and includes facilities for food preparation and sleeping.

Dwelling, multifamily. A building containing 3 or more dwelling units which is designed for or occupied as a home or residence for 3 or more families living independently of each other and maintaining separate cooking facilities.

Dwelling, single-family. A detached building which is designed for or occupied as a home or residence by not more than one family.

Dwelling, townhouse or row house. Three or more dwelling units attached at the side or sides, each unit of which has a separate outdoor entrance and is designed to be occupied and may be owned by one family.

Dwelling, two-family. A detached building containing 2 dwelling units, commonly referred to as a duplex, and which is designed for or occupied as a home or residence by not more than 2 families.

Dwelling, two- to four-family. A building having accommodations for and occupied exclusively by not more than 4 families.

Easement. A right given by the owner of a parcel of land to another person, public agency or private corporation for a specific and limited use of that parcel.

Electrical sales and service. An establishment selling electrical supplies and parts and/or providing the servicing and installation of electrical equipment and fixtures.

Family. One or more persons living together as a single housekeeping unit, in which not more than 5 individuals are unrelated by blood, marriage or adoption, but not including a group occupying a hotel, motel, boarding house, club, dormitory, or fraternity or sorority house.

Farm. An area of 2 acres or more which is used for the growing of farm products such as vegetables and grain, as well as the raising thereon of the usual farm poultry and farm animals such as horses, dairy cattle, sheep and swine.

Feed store. A commercial establishment which sells animal feed; feeding troughs; animal cages, pens and gates; fencing materials; pesticides; seeds; and other gardening, farming and ranching supplies. The sale of baby chicks, rabbits, guinea pigs and other similar small or domesticated animals may be permitted only with a specific use permit and in accordance with all ordinances.

Fence. See definition of screening (device).

Filling station or service station. Refer to definition of automobile service station.

Fine arts. Music, painting, sculpture and including drawing, etchings, ceramics, inlays, needlework, knitting, weaving and craftwork involving leather, wood, metal and glass.

Flea market. A collection of 2 or more stalls, booths, tables or other similar arrangements, used by individual vendors, for the display and sale of various items of new or used personal property.

Floodplain. The area outside of the floodway which may be inundated with floodwater with an average frequency of occurrence in the order of once in 100 years, normally referred to as the intermediate regional flood by the U.S. Corps of Engineers.

Floodway. The channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge floodwaters.

Floor area. The area of a building, including the walls thereof, but excluding all porches, open breezeways and garages.

Foster group home. A child care facility which provides care for 7 to 12 children for 24 hours a day.

Freight terminal, motor. A property or building in which freight is brought by common carriers during and is stored for interstate or intrastate shipment by motor truck, including the necessary warehouse space for storage of transitory freight.

Frontage. All the property on one side of a street between 2 intersecting streets (crossing or terminating), measured along the line of the street, or if the street is dead-ended, then all the property abutting on one side between an intersecting street and the dead-end of the street.

Game hall. A for profit business located in a building or place that contains six or more: amusement redemption machines; or electronic, electromechanical, or mechanical contrivances that, for consideration, afford a player the opportunity to obtain a prize or thing of value, the wared of which is determined solely or partially by change, regardless of whether the contrivance is designed, made, or adopted solely for bona fide amusement purposes.

Garage apartment. A dwelling unit for one family attached to a private garage.

Garage, auto repair. A building or portion of a building used for the general repair and/or painting of motor vehicles.

Garage, parking. A building or portion of a building used for the parking and storage of motor vehicles, other than a private garage or an auto repair garage, in which any sale of gasoline, oil, and accessories is only incidental to the storage of the vehicles.

Garage, private. An accessory building or portion of a main building on the same lot and intended to be used for the parking and storage of private passenger motor vehicles, boats or other vehicles.

Garage sale. Occasional sales at retail by residential owners or occupants conducted in the garage, patio, driveway or yard of the residential premises occupied by the person holding the sale, for the purpose of disposing surplus personal property accumulated incidentally in the regular course of residential occupancy.

Government office. Any building or facility either owned or leased for use by local, state or federal governments and in which the affairs of the governmental body are carried on.

Grade. When used as a reference point in measuring height of building, the grade shall be the average elevation of the finished ground at the exterior walls of the main building.

Gross floor area. The total area of all floors as measured to the outside walls, excluding open porches, breezeways, balconies and terraces. In computing the gross floor area of residential uses, garages and carports shall be excluded.

Group day care home. A facility that regularly provides care in the caretaker's own residence for 7 to 12 children under the age of 14 years, excluding the caretaker's own children.

Group home. A residential facility licensed by the Texas Department of Human Resources to house up to 6 handicapped and/or mentally retarded persons and 2 supervisors.

Gun manufacturing is defined as the business or activity of making firearms or ammunition suitable for use, typically involving assembling individual firearm components so they become functional weapons. It includes processes such as machining, molding, casting, forging, or additive manufacturing to create firearm frames or receivers or to make them suitable for use in a firearm designed to expel a projectile by explosive action. The activity usually requires a license if performed as a regular business for the purpose of sale or distribution. It also covers manufacturing actions like building firearms from parts, modifying firearms in ways that alter their performance or durability, and preparing firearms for resale. Manufacturing is distinguished from gunsmithing in that the latter typically involves repairing or modifying firearms for customers without the intent of commercial sale, whereas manufacturing is done primarily for livelihood and profit through sales or distribution.

Halfway house. A residential facility providing shelter, supervision and residential rehabilitative services for persons who have been inmates of any county, state or federal correctional institution and released and require a group setting to facilitate the transition to a functional member of society.

Heating/air conditioning (AC) sales and service. An establishment selling heating and air conditioning units, supplies and parts and/or providing the servicing and installation of heating and air conditioning equipment.

Heavy equipment sales. A business offering for sale, and including the servicing and repair of equipment as construction graders, earth movers, backhoes, cement mixer trucks, dirt moving trucks and the like.

Height (of building). The vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof, or the highest ridge board, for gable, hip and gambrel roofs.

Historic district. A geographically defined area which possesses significant concentration, linkage or continuity of buildings, structures, sites, areas or land, which in turn are united by architectural, historical, archaeological or cultural importance or significance and which the city council determines shall be protected, enhanced and preserved.

Historic landmark. Any building, structure, site, district, area or land of architectural, historical, archaeological or cultural importance or significance, which the city council determines shall be protected, enhanced and preserved.

Hobby. The engagement of a person in an activity such as music, painting, sculpturing, drawing, etching, ceramics, needlework, knitting, weaving, craftwork involving leather, wood, metal and glass and the like in his or her spare-time activity within his or her premises. No person shall be engaged in a hobby as a business. This activity shall be carried on within an enclosed or screened area and shall not involve any activity that requires open storage. No activity which is obnoxious or offensive by reason of vibration, electrical interference, glare, noise, odor, dust, smoke or fumes shall be permitted.

Home occupation. Any occupation or activity listed in section 14.02.103 which is clearly incidental and secondary to the residential use of the premises and which is carried on wholly within a main building or accessory building by a member of a family residing on the premises and which does not change the character thereof. However, this use will not be obnoxious or offensive due to vibration, smoke, dust, odor, heat, glare, noise or which increases traffic.

Hospital. An institution in which sick or injured persons are given medical or surgical treatment. Persons may or may not remain overnight. Must meet all state qualifications and be licensed by the state. This definition does not include any facility that is used for the rehabilitation of persons from drug, alcohol or similar type substance addictions.

Hotel or motel. A building or arrangement of buildings designed for and occupied as a temporary abiding place by transient guests who are lodged with or without meals for compensation.

House trailer. A vehicle without automotive power designed for human habitation and for carrying persons and property upon its own structure and for being drawn by a motor vehicle.

An ice cream truck is a motorized vehicle from which ice cream and other frozen desserts are sold, often while moving through neighborhoods or parked in areas where people gather such as parks. The vehicle usually contains a commercial freezer and a serving window for selling pre-packaged or sometimes soft-serve ice cream products. Must apply for a permit through the Mobile Food Truck Ordinance

Industrial Park. A parcel of land which has been planned and/or coordinated for a variety of industrial and related activities and business uses. This development may be on one parcel or may be subdivided. The project is either owned, controlled or managed by a single entity and has its own master plan and/or covenants, conditions and restrictions.

Industrialized building. A commercial or industrial structure that is constructed on one or more modules or constructed using one or more modular components built at a location other than the permanent site, and that is designed to be used as a commercial building when the modules or modular components are transported to the permanent commercial or industrial site and are erected or installed on a permanent foundation system. The term includes the plumbing, heating, air conditioning and electrical systems. The term does not include any commercial structure that is in excess of 2 stories or 35 feet in height as measured from the finished grade elevation at the building entrance.

Industrial housing. A residential structure that is designed for the use and occupancy of one or more families, that is constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent residential site, and that is designed to be used as a permanent residential structure when the modules or modular components are transported to the permanent residential site and are erected or installed on a permanent foundation system. The modules must be originally designed specifically for residential use. The term includes the plumbing, heating, air conditioning an electrical

systems. The term does not include any residential structure that is in excess of 2 stories or 35 feet in height as measured from the finished grade elevation at the building entrance to the peak of the roof. The term shall not mean not apply to housing constructed of sectional or panelized systems no utilizing modular components; or any ready-built home which is constructed so that the entire living area is contained in a single unit or section at a temporary location for the purpose of selling it and moving it to another location.

Junk. Copper, brass, iron, steel, rope, rags, batteries, paper, rubber, tires, pipe, plastic, debris, trash, rubbish, waste, metal and ferrous or nonferrous materials which are old, scrapped, discarded, secondhand or otherwise used.

Junkyard. Any lot or tract of land upon which junk is kept, stored, bought, sold, recycled or otherwise placed.

Kennel. Any place or premises where 4 or more dogs, cats or other domestic animals at least 4 months of age are raised, trained, boarded or kept with or without charge, except for veterinary clinics, animal hospitals and animal shelters.

Kindergarten or nursery school. Any facility, whether known or incorporated under such descriptive title or name as "child play school," "child development center," "early childhood center" and the like, where 6 or more children are left for care, training or education during the day or portion of the day, and a fee is charged for this service.

Landscaping. Living plant material, including but not limited to grass, turf, trees, shrubs, natural land forms, water forms, planters, and other landscape features, including walks and plaza areas consisting of enhanced paving, which are a function of the building and not the streetscape.

Laundry. A building or place where clothes and linens are washed and thoroughly dried and pressed by the use of washing, drying and ironing machines for fee basis and shall include the terms "cleaners" and "dry cleaners."

Leather goods, retail. A commercial establishment which sells leather materials and supplies or leather goods.

Licensed massage therapy. A health care service performed by someone currently licensed by the Texas Department of Licensing and Regulation to perform massage therapy. Massage therapy means the manipulation of soft tissue by hand or through a mechanical or electrical apparatus for the purpose of body massage. The term includes effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve strokes, and Swedish gymnastics. Massage therapy may include the use of oil, lubricant, salt glows, heat lamps, hot and cold packs, or tub, shower, jacuzzi, sauna, steam or cabinet baths. Massage therapy is a health service when the massage is for therapeutic purposes, and a licensed massage therapist may receive referrals from a physician to administer massage therapy.

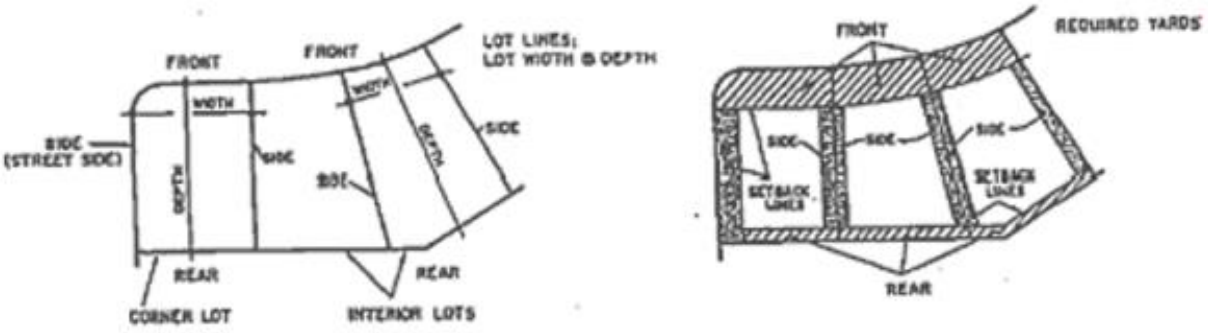
Living area. Includes that portion of the dwelling unit which is used or designed for occupancy but does not include carports, garages and open porches, breezeways, balconies and terraces.

Loading space. A space within the main building or on the same lot therewith, providing for the standing, loading or unloading of trucks, and having a minimum dimension of 12 feet by 35 feet and a vertical clearance of 14 feet.

Lodging house/rooming house. A building or place where lodging is provided (or which is equipped to provide lodging regularly) by pre-arrangement for definite periods, for compensation, for 3 or more persons, in contradistinction to hotels open to transients.

Lot. A parcel of land occupied or intended to be occupied by a main building and its accessory buildings, or by a group of buildings and their accessory buildings, and having frontage on a dedicated

street.



1. *Lot, corner*. A lot abutting on 2 intersecting streets.
2. *Lot depth*. The average depth from the front line of the lot to the rear line of the lot.
3. *Lot, interior*. A lot other than a corner lot.
4. *Lot width*. The width measured at a distance back from the front line equal to the minimum depth required for a front yard.

Lot coverage. The percentage of the total area of a lot occupied by the first story or ground floor of all buildings located on the lot.

Lot of record. A lot which is part of a subdivision, the plat of which has been recorded in the office of the county clerk, or a parcel of land, the deed for which was recorded in the office of the county clerk prior to passage of this article.

Main building. A building in which is conducted the principal use of the lot on which it is situated.

Manufactured home. A structure that was constructed or after June 15, 1976 and is transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on-site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems.

Manufactured home lot. That part of a parcel of land in a manufactured home park which has been reserved for the placement of one manufactured home unit.

Manufactured home park. A parcel of land which is owned by an individual, a firm, trust, partnership, public or private association or corporation, and has been developed for rental of lots to tenants with mobile homes.

Masonry or masonry units. That form of solid construction composed of stone, brick, concrete, gypsum, hollow clay tile or other similar building units or materials or combination of these materials, which must be laid up unit by unit and set in mortar.

Massage establishment. Any building, room, place or establishment, other than a regularly licensed hospital, where manipulated massage or manipulated exercises are practiced upon the human body by anyone not a duly licensed physician, osteopath, chiropractor or a registered nurse or a doctor, whether with or without the use of mechanical, therapeutic or bathing devices, and shall include Turkish bathhouses. This term shall not include duly licensed beauty parlors or barbershops or a place wherein registered physical therapists treat only patients recommended by a licensed physician and operate only under the physician's direction.

Mini-warehouse. A building or group of buildings in a controlled access compound that contains individual, compartmentalized and controlled access stalls or lockers of varying sizes not to exceed 5,000 square feet for the storage of merchandise, goods and wares.

Motel. See definition of hotel.

Motor vehicle. Every kind of motor-driven or propelled vehicle, whether required or not required to be registered or licensed under the laws of the state, including trailers, house trailers and semi-trailers, and shall also include motorcycles, dirt bikes or other off-road/all-terrain vehicles.

Museum. A depository for collecting and displaying objects having scientific, historical or artistic value.

Neighborhood convenience center. Centers which carry convenience goods, such as groceries, drugs, hardware and some variety items, and also may include some service stores. The neighborhood convenience center may contain one or two small apparel or shoe stores, but it is clearly dominated by convenience goods, which are items of daily consumption and very frequent purchase, sometimes called "spot necessity" items. This neighborhood serving store group is within convenient walking distance of families served (within convenient driving range in low-density areas), with due consideration for pedestrian access and amenity of surrounding areas.

Nightclub or dance hall. An establishment operated as a place of entertainment, characterized by any of the following as a principal use of the establishment:

1. Live, recorded or televised entertainment, including but not limited to performances by magicians, musicians or comedians;
2. Dancing; or
3. Any combination of (1) and (2) above.

Nonconformance. A lawful condition of a structure or land which does not conform to the regulations of the zoning district in which it is situated. This may include but is not limited to failure to conform to use, height, area, coverage or off-street parking requirements.

Nonconforming use. The use of a building or land that does not conform to these zoning regulations and which lawfully existed at the time these zoning regulations became effective.

Nudity or a state of nudity. Less than completely and opaquely covered:

1. Human genitals, pubic region or pubic hair;
2. Female breast or breasts below a point immediately above the top of the areola;
3. Human buttock; or
4. Any combination of the above.

Nursing home. See definition of convalescent center.

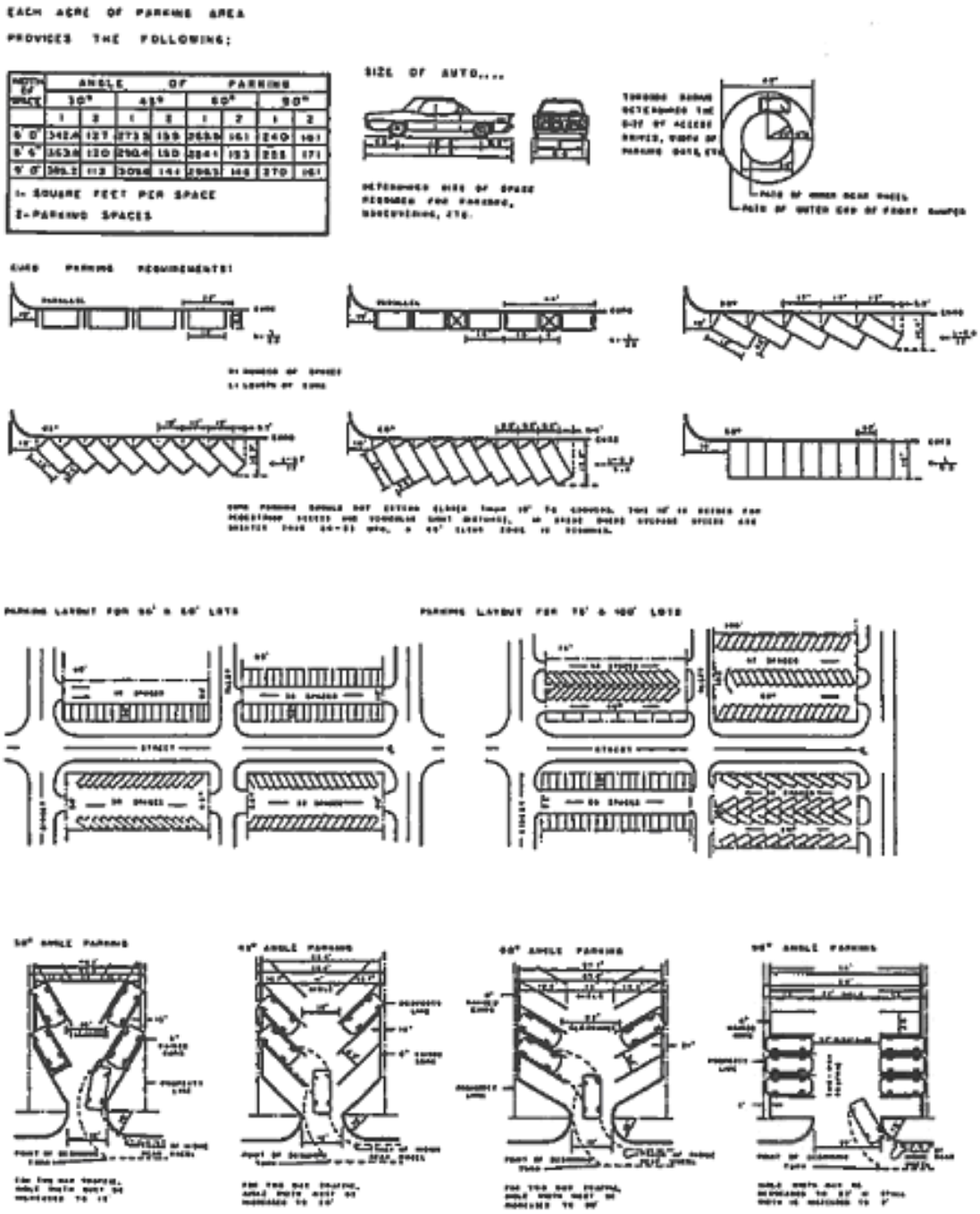
Orchard. An area of one acre or more which is used for the growing of fruit trees.

Park or playground (public). An open recreation facility or park owned and operated by a public agency such as the city or the school district and available to the general public for neighborhood use.

Parking lot. An unenclosed, all-weather surface area used exclusively for the temporary parking and/or storage of motor vehicles.

Parking space. An area measuring at least 9 feet wide by 18 feet in length, surfaced with an all-weather surface, enclosed or unenclosed, together with an all-weather surfaced driveway connecting the parking space with a street or alley permitting satisfactory ingress and egress. For computing off-street parking

space requirements, parking spaces on public streets, alleys or rights-of-way shall not be used.



Permanent makeup. A cosmetic technique which employs tattoos as a means of producing designs that resemble makeup, such as eye lining and other permanent enhancing colors to the skin of the face, lips, and eyelids only.

Personal services. Businesses which provide services customized for an individual generally involving the care of the person or his or her apparel, including but not limited to barber and beauty shops, shoe and boot repair, dry-cleaning shops, laundries, reducing salons and health clubs.

Planned unit development (PUD). An area with a specified minimum contiguous acreage to be developed as a single entity according to a unified site design plan, containing one or more residential uses, office uses, commercial uses, industrial uses, public and quasi-public uses, or any combination of the same.

Plant nursery. An establishment which grows and sells plants, flowers, shrubs, grass and other items typically used as and associated with outdoor landscaping or houseplants.

Plumbing sales and service. An establishment selling plumbing supplies and parts and/or providing the repair and installation of plumbing and fixtures.

Print shop. An establishment utilizing letter press, duplicating equipment, rotary presses or linotype equipment to produce in printed form orders for its clients or customers.

Private club. Facilities where food, beverages (including alcoholic beverages), entertainment or meeting space are provided to members only.

Professional office. A room or group of rooms occupied by a physician, optometrist, psychologist, chiropractor, dentist, attorney, engineer, surveyor, architect, accountant, planner, management consultant or any other similar vocation. Veterinary clinics are specifically excluded from this definition.

Ranch. An area of 2 acres or more which is used for the keeping or raising of farm animals and livestock including but not limited to horses, mules, cows, cattle and swine.

Recreational vehicle. A vehicle towed or self-propelled on its own chassis or attached to the chassis of another vehicle and designed or used for temporary dwelling recreational or sporting purposes. The term "recreational vehicle" shall include but not be limited to travel trailers, pickup campers, camping trailers, motor coach homes, converted trucks and buses, and boats and boat trailers.

Recreational vehicle park. Any development, site, parcel or tract of land designed, maintained or intended to be used for the purpose of providing short-term occupancy of camper vehicles, recreational vehicles, tents or trailers.

1. Recreational. More than 50% of tenants on-site for 2 weeks or less.
2. Residential. More than 50% of tenants on-site for 2 weeks or more.

Recycling collection facility. A facility designed to collect, sort and package, by either manual or mechanical processes, recyclable items for transport to a processing plant.

Rental store. An establishment which offers an array of items such as appliances, furniture, stereo equipment, televisions and the like at a stated price for a fixed interval of time under a lease or rental agreement.

Residential density. The number of lots, dwelling units or persons located or residing within a residential area.

1. *Gross density*. The number of lots, dwelling units or persons, located within the total acreage of a residential area.
2. *Net density*. The number of lots, dwelling units or persons located within the total acreage of residential area, exclusive of street rights-of-way, easements, nonresidential land use sites and acreage unsuitable for development.

Resort. Any tract of land used to provide recreation and entertainment especially. but not exclusively, to tourists or vacationers, and generally but not necessarily provides overnight accommodations for their guests in the form of hotels, motels, cabins, cottages, bunk houses, tents, RV parks, RV rentals and the like.

Restaurant. Any eating or drinking establishment where the preparation and serving of food is the primary business of the establishment including cafes, bistros, cafeterias and other fast food and drive-in food establishments. Indoor seating at a restaurant refers to dining areas located inside a fully enclosed building, where customers sit at tables or booths within the indoor environment of the establishment.

Outdoor seating, conversely, is located outside the enclosed building—such as on a patio, sidewalk, rooftop, front porch, or backyard area adjacent to the restaurant.

Retirement center. Any multi-unit facility which limits its tenants to retired or semi-retired persons, age 55 years or older, in good health and able to care for themselves.

Salvage. Shall mean and necessarily include:

1. Any discarded, abandoned, junked, wrecked, dismantled, worn-out or ruined motor vehicles (including automobiles, trucks, tractor-trailers and buses), motor vehicle parts, boats, travel trailers, trailers, cranes, machinery or equipment, machinery or equipment parts and/or recreational vehicles; and/or
2. Any junk.

Salvage yard. Shall mean and necessarily include a salvage yard, automotive wrecking yard and automotive graveyard; shall mean any lot or tract of land upon which 3 or more discarded, abandoned, junked, wrecked, dismantled, worn-out or ruined motor vehicles (including autos, trucks, tractor-trailers and buses), motor vehicle parts, boats, travel trailers, trailers and/or recreational vehicles are either:

1. Kept, stored, bought, sold, recycled or otherwise placed; or
2. Disassembled, dismantled, stripped, scrapped, recycled or cut up.

Sanatorium. An establishment that provides therapy combined with a regimen (as of diet, exercise, stress management and behavioral guidance) for treatment or rehabilitation. This definition does not include any facility that is used for the rehabilitation of persons from drug, alcohol or similar type substance addictions.

School. A place having a curriculum for the purpose of giving instruction, training or education in a service, art, trade or for general knowledge.

Screening (device). Any of the following:

1. Any solid fence or wall constructed of metal, brick, masonry or concrete, the vertical surface of which shall be without gaps, except openings for access;
2. Any dense, screening shrubs providing a visual barrier, for which the material shall be maintained in a healthy growing condition; or
3. Landscaped earth berms may, when appropriate in scale, be considered and used as a screening element in lieu of a fence, wall, hedge or other dense planting material.

Screening shrubs, large. Shrubs with an installed minimum height of 3 feet as identified below, or any other shrubs which, when mature, shall reach a minimum height of 6 feet, provide a dense visual barrier, be drought-resistant and possess compact root systems posing minimum danger to integrity of public utilities. The large screening shrubs included on the following list are recommended to be planted to screen incompatible land uses, parking facilities and dumpsters by forming a visual barrier.

Common Name	Botanical Name
Photinia	Photinia serrulata
Fraser's Photinia	Photinia fraseri
Burford Holly	Ilex cornuta 'Burfordii'
Chinese Holly	Ilex cornuta 'Rotunda'
Waxmyrtle	Myrica cerifera
Yaupon Holly	Ilex vomitoria
Nellie R. Stevens Holly	Ilex cornuta

Screening shrubs, small. Shrubs with an installed minimum height of 2 feet as hereinafter identified, or any other shrubs which, when mature, shall reach a minimum height of 2 feet and provide a dense visual barrier. The small screening shrubs included on the following list are recommended to be planted to screen parking lots, playgrounds, ballfields, swimming pools and tennis courts by forming a visual barrier.

Common Name	Botanical Name
Compact Nandina	Nandina compacta
Dwarf Abelia	Abelia 'Edward Goucher' Abelia prostata
Dwarf Burford Holly	Ilex cornuta 'Burfordii Nana'
Dwarf Yaupon Holly	Ilex vomitoria 'Nana'

Seat. As used in determining parking requirements for this article, sitting space as needed or which is designed to be used for one person to sit down and occupy.

Secondhand store. An establishment specializing in the sale of previously used materials, goods and merchandise of less than 20 years of age and of that material, goods and merchandise over 20 years of age which do not derive a value as a result of their age.

Servant's or caretaker's quarters. A secondary dwelling unit located on a lot with a main residential structure and used as living quarters for persons employed on the premises and not for rent or use as a separate domicile by persons other than those employed on the premises or their immediate family.

Service station. A business establishment where gasoline, oil, grease, batteries, tires and motor vehicle accessories may be supplied and dispensed at retail, and the servicing of vehicles occurs, but not including

the major overhaul of automobiles, body work or repair of heavy trucks and equipment. A service station is sometimes referred to as a gas station, filling station or fuel service station.

Setback. The required minimum distance between any structure and any property line of the lot on which it is located. Setbacks shall be measured perpendicular to lot lines. The terms "setback" and "required yard" shall mean the same and can be interchanged.

Sexually oriented business. A love parlor, nude modeling studio, adult bookstore, adult movie theater, adult video arcade, adult video store, adult motel or other commercial enterprise, the primary business of which is the offering of a service or the selling, renting or exhibiting of devices or any other items intended to provide sexual stimulation or sexual gratification to the customer.

Shipping containers for residential use. Shipping containers or other modules repurposed for residential use which are anchored upon a permanent foundation and comply with all the pertinent requirements of the City's building codes.

Shopping center or mall. A planned and coordinated grouping of retail business and service uses on a single site or a combination of sites, where special attention is given to on-site vehicular circulation, parking and building design and orientation.

Short-term rental accommodations. The rental of all or part of a residential property to a person who is not a permanent resident. A permanent resident is someone who has the right to use or possess all or part of a residential property for at least 30 consecutive days, so long as there is no interruption of payment for the period. (from Texas Tax Code Sections 156.001(b) and 156.101)

Sign. An outdoor device or structure which directs attention to a business, commodity, service, announcement, direction or entertainment conducted, sold or offered to the public.

Site development plan. A drawing showing the provisions for a proposed project, including information that enables the drawing to serve as a plat, together with information pertaining to all covenants relating to land use, location and bulk of structures, intensity of use or density of development, private streets, ways and parking facilities, common open space and public facilities, and all other reasonable information required by the planning and zoning commission as a part of the review process.

Small animal clinic. An office or group of offices for one or more veterinarians engaged in treating diseases or injuries to small domestic animals. Structures are to be soundproof and no outside facilities are permitted.

Smoke shop (vape shop) and tobacco store. Any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia; provided, however, that any grocery store, supermarket, convenience store or similar retail use that only sells conventional cigars, cigarettes or tobacco as an ancillary sale shall not be defined as a "smoke shop and tobacco store" and shall not be subject to the restrictions in this chapter.

Special use permit. A use that may be allowed if it meets certain specified requirements or conditions and meets the approval of the city council.

Specified anatomical areas. Human genitals, pubic regions, buttocks and female breast below a point immediately above the top of the areola.

Specified sexual activities. Includes the fondling or other erotic touching of human genitals; sexual acts including intercourse, copulation, sodomy or masturbation; or excretory functions as part of or in connection with any sexual act or fondling or other erotic touching of human genitals.

Stable, private. An accessory building used by the residents of the premises for sheltering and quartering of horses owned by the occupants and for which no fee is charged for stabling the horses.

Stable, public. A lot or tract of land used for the sheltering and quartering of horses for which a fee or charge is made for the stabling of the horses.

Stone screenings. Washed stone 1/2 inch or 1-1/2 inches in size.

Story. That portion of a building, other than a basement, included between the surface of a floor and the surface of a floor next above it, or if there is no floor above it, then the portion of the building between the surface of a floor and the ceiling or roof above it.

Story, half. The topmost story under a gable, hip or gambrel roof, the wall plates of which on at least 2 opposite exterior walls are not more than 4 feet above the floor of the story, except that any partial story used for residence purposes shall be deemed a full story.

Street. A public or private thoroughfare or road which affords the principal means of access to abutting property.

Structural alteration. Any change, addition or modification in construction in the supporting members of a building, such as exterior walls, bearing walls, beams, columns, foundations, girders, floor joists, roof joists, rafters or trusses.

Structure. Anything constructed or erected, having location on or under the ground or attached to something having location on or under the ground.

Swimming pool, private. A recreational facility used for swimming which is used by the owners, employees or residents of the property and their guests.

Swimming pool, public. A recreational facility used for swimming which is open to the public, for which a membership is required or a fee or charge is made for the use of the facility.

Tack store. A commercial establishment which sells horse equipment such as saddles, bridles, blankets, riding accoutrements and the like.

Tattoo. The practice of producing an indelible mark or figure on the human body by scarring or inserting a pigment under the skin using needles, scalpels, or other related equipment. The term includes the application of permanent cosmetics.

Tattoo shop. An establishment or facility in which tattooing is performed.

Television satellite dish. An earth-based station shaped like a dish which is used for the reception of satellite signals for television programs.

Tennis court, private. A concrete or clay court which is used for the playing of tennis by the owners, employees or residents of the property and their guests.

Tennis court, public. A concrete or clay court which is used for the playing of tennis by the general public and for which membership is required or a fee or charge is made for the use of the facility.

Tobacco. Any preparation of the nicotine-rich leaves of the tobacco plant, which are cured by a process of drying and fermentation for use in smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body.

Tobacco paraphernalia. Any paraphernalia, equipment, device, or instrument that is primarily designed or manufactured for the smoking, chewing, absorbing, dissolving, inhaling, snorting, sniffing, or ingesting by any other means into the body of tobacco, tobacco products, or other controlled substances. Items or devices classified as tobacco paraphernalia include but are not limited to the following: pipes, punctured metal bowls, bongs, water bongs, electric pipes, e-cigarettes, e-cigarette juice, buzz bombs, vaporizers, hookahs,

and devices for holding burning material. Lighters and matches shall be excluded from the definition of tobacco paraphernalia.

Tobacco product. Any product in leaf, flake, plug, liquid, or any other form, containing nicotine derived from the tobacco plant, or otherwise derived, which is intended to enable human consumption of the tobacco or nicotine in the product, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. For the purposes of this chapter, the term "tobacco product" excludes any product that has been specifically approved by the United States Food and Drug Administration (FDA) for sale as a tobacco/smoking cessation product or for other medical purposes, where such product is marketed and sold solely for such an approved purpose.

Tool and equipment rental. An establishment which offers an array of tools, equipment and machinery such as cranes, backhoes, trucks, tractors and the like, at a stated price for a fixed interval of time under a lease or rental agreement.

Townhouse. A single-family dwelling constructed as part of a series of dwellings, all of which are either attached to the adjacent dwelling or dwellings by party or common walls or are located immediately adjacent thereto with no visible separation between walls or roofs. This definition shall also include the term "condominium."

Trailer camp or park. An area designed, arranged or used for the parking or storing of one or more recreational vehicles, travel trailers, motor homes, motor coaches, pickup campers, and camping trailers which are occupied or intended for occupancy as temporary living quarters by individuals or families.

Truck. A self-propelled mechanical vehicle designed for use on streets and highways for the conveyance of goods and people and having a GVWR in excess of one ton.

Turf. The following list of turfs and any other turfs which can be demonstrated to the building official to be drought-resistant.

Common Name	Botanical Name
Bermuda Grass	Cynodon dactylon
Bermuda Grass hybrids	
St. Augustine	Stenotaphrum secundatum
Buffalo Grass	Buchloe dactyloides
Fescue and combinations	Festuca arundinacea

Underground shelter. A concrete structure designed for the protection of humans from tornadoes or from nuclear blast, heat or fallout, the main portion of which is underground.

Use. The purpose for which land or a building or structure thereon is designed, arranged, intended or maintained, or for which it is or may be used or occupied.

Use, accessory. A subordinate use on the same lot with the principal use and incidental and accessory thereto.

Used auto sales lot. A lot or portion thereof to be used only for the purchase, trade, display and sale of automobiles that are in condition to be driven on or off the lot, under their own power. Used car lots shall not be used for the storage of wrecked automobiles, the dismantling of automobiles or the storage of automobile parts.

Variance. An adjustment in the application of the specific regulations of this article to a particular parcel of property which, because of special conditions or circumstances peculiar to the particular parcel, is necessary to prevent the property from being deprived of rights and privileges enjoyed by other parcels in the same vicinity and zoning district.

Veterinary clinic. An establishment for the care and medical veterinary practice on or for domestic household animals, conducted completely within an enclosed structure. This term shall also include "animal clinic."

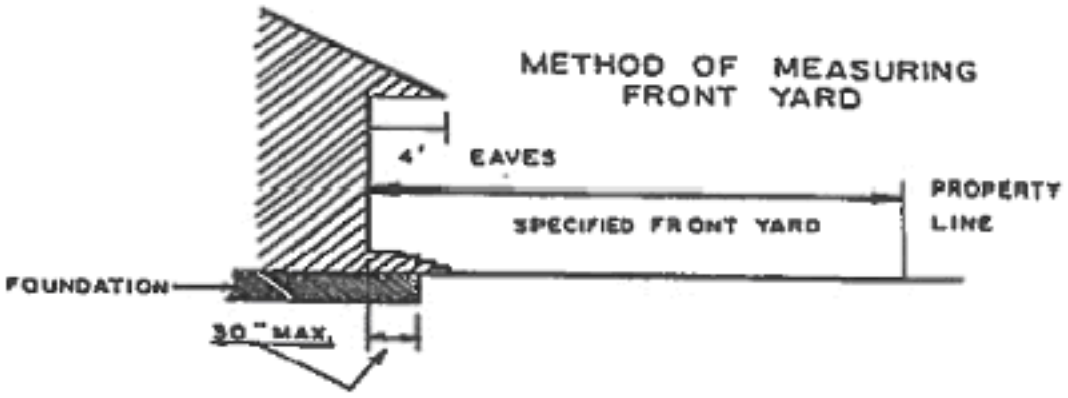
Veterinary hospital. An establishment for the care and medical veterinary practice on or for large animals and household domestic animals and which animals may be boarded during treatment in outside pens, runs or stables. This term shall also include "animal hospital."

Warehouse. A building or group of buildings used for the storage of merchandise, goods and wares.

Washateria. A building or place where clothes and linens are washed and thoroughly dried on a self-service basis by the use of washing, drying and ironing machines, and shall include the term "self-cleaning laundry."

Yard. An open space, other than a court, on the same lot with a building and which is not obstructed from ground level to the sky except for roof overhangs, fences, trees and shrubs.

Yard, front. A yard extending across the full width of a lot and having a depth equal to the shortest distance between the front line of the lot and the nearest portion of the main building, including an enclosed or covered porch; provided that the front yard depth shall be measured from the future street line for a street on which a lot fronts, when the line is shown on the official map or is otherwise established.



Yard, rear. A yard extending across the full width of a lot and having a depth equal to the shortest distance between the rear line of the lot and the main building.

Yard, side. A yard between the side line of the lot and the main building extending from the front yard to the rear yard and having a width equal to the shortest distance between the side line and the main building.

(Ordinance 240 adopted 3/15/94; Ordinance 301 adopted 9/8/98; 2007 Code, sec. 155.05; Ordinance 567, sec. 1, adopted 10/12/15; Ordinance 568, sec. 1, adopted 10/12/15; Ordinance 17.04.10B adopted 4/10/17; Ordinance 18.10.08A, sec. 1, adopted 10/8/18; Ordinance 2020.02.10A, sec. 2, adopted 2/10/20)

HISTORY

Amended by Ord. 2021.05.11A on 5/11/2021
Amended by Ord. 2021.05.25C on 5/25/2021
Amended by Ord. 2021.06.08D on 6/8/2021
Amended by Ord. 2021.08.10D on 8/10/2021
Amended by Ord. 2022.08.09.C Amends Definitions and Schedule of Uses on 8/9/2022
Amended by Ord. 2022.04.11.A Addition of "Cigar bar or smoking room" on 4/11/2023

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/27/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding the recommendations for amending Chapter 14 Appendix A, Schedule of Uses to include but not limited to Short Term Rentals allowed in the B-3 District		
PREPARED BY:	P&Z Chairperson Pam Streeter	**DATE SUBMITTED:**	08/9/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

Move to approve or deny as presented.

APPENDIX A SCHEDULE OF USES

Key:

X Designates use permitted in district

N Designates use is not permitted in district

Designates use prohibited in district

S Use permitted with specific use permit

g.f.a. Gross floor area

( ) Numbers in parentheses represent a footnote, and all footnotes are found at the end of this schedule of uses.

1) Accessory, Utility, Government, Institutional and Incidental Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Ambulance dispatch station							X	X	X			
Cable TV lines	X	X	X	X	X	X	X	X	X		X	
Electrical generating plant / substations	S	S	S	S	S	S	S	S			S	
Funeral homes and mortuaries								X			X	
Gas line (6 in. or larger)	S	S	S	S	S	S	S	S	S		X	
Gas regulating / gate station	S	S	S	S	S	S	S	S	S		X	
Local utility line or utility distribution line, telephone exchange (no garage or shop)	X	X	X	X	X	X	X	X	X		X	
Microwave tower / telecommunication antenna / telecommunication tower and stealth telecommunication tower	S	S	S	S	S	S	S	S			X	
Non-commercial institutions (non-profit)							X	X				
Public building (shop or yard)								X			X	
Racing: Animal, automotive, other											X	
Radio and/or television tower	S	S	S	S	S	S	S	S	S		S	
Radio transmitting station							S	S			X	
Railroad freight terminal											X	
Railroad team truck											X	
Railroad track or right-of-way											X	
Railroad yard											X	
Recycling collection facility											X	
Refuse transfer station											S	
School (elementary or middle)	S	S	S	S	S	S	X	X			X	
School (high school)	S	S	S	S	S	S	X	X			X	
School (nursery or kindergarten)	S	S	S	S	S	S	X	X			X	
School (trade or business)								X	X		X	
Sewage treatment plant											S	
Telephone exchange, local utility line, or utility distribution lines (no garage or shop)	S	S	S	S	S	S	S	S	S		S	
Telephone poles and/or lines	X	X	X	X	X	X	X	X	X		X	

Temporary construction office	X(3)	X(3)	X(3)	X(3)	X(3)	X(3)	X	X	S		X	
Utility business office							X	X			X	
Utility mains and/or lines	X	X	X	X	X	X	X	X	X		X	
Utility shop or yard								X			X	
Utility substation or regulation station								S			X	
Water pump station	S	S	S	S	S	S	S	S			S	
Water storage tank	X	X	X	X	X	X	X	X			X	
Water treatment plant	S	S	S	S	X	S	S	S			S	
Water well	S	S	S	S	X	S	S	S	S		S	

2) Agricultural and Related Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B3	Downtown District Overlay	I	P&R
Community garden		X	X	X	X	X	X	X		S	X	X
Fairgrounds, rodeo, or arena							S	S	S	N	S	
Farm implement sales								X		N	X	
Hatchery (poultry), egg farm, feed lot										N	X	
Livestock auction										N	X	
Ranch, farm, orchard, or truck garden	X	X	X				S	X		N	X	
Stable, commercial										N	X	
Stable, private	X	X	X							N	X	
Stockyards or slaughterhouse										N	X	
Vineyard										N	X	
Wildlife area							X	X			X	

3) Alcohol Sales (See Article 4.02 for additional information)

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R

Distribution - General Class B Distributor											X	
Distribution - General Distributor											X	
Distribution - Wholesaler											X	
Manufacturing - Brewer								S		N	X	
Manufacturing - Distiller and Rectifier								S		N	X	
Manufacturing - Winery								S		N	X	
Other - Bonded Warehouse											X	
Other - Brewpub								S			X	
Other - Manufacturer's Agent's Warehousing											X	
Private Club							X	X	X (5)(9)	S	X	
Private Club - Exemption Certificate							X	X	X (5)(9)	S	X	
Private Club - Malt and Wine							X	X	X (5)(9)	S	X	
Retail - Mixed Beverage - On Premise							X	X	X (5)(9)	S	X	
Retail - Package Store								S		N	X	
Retail - Retail Dealer's Off Premise								S		N	X	
Retail - Retail Dealer's On Premise							S	S	X (5)(9)	S	X	
Retail - Wine and Malt Beverage Retailer - Off Premise Only								S		N	X	
Retail - Wine and Malt Beverage Retailer - On and Off Premise								S		N	X	
Retail - Wine Only Package Store								S		N	S	

4) Commercial Type, Retail, and Service Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Animal shelter								X		N	X	

Art Gallery	S	S	S	S	S	S	X	X	X(5)	S	X	
Auction house								X		N	X	
Bakery (wholesale or commercial)										N		
Bakery or confectionary (retail)							X	X	X(5)	S	X	
Boat sales								X		N	X	
Boat storage								X		N	X	
Building material sales, lumber yard, or monument sales										N		
Business office							X	X	X(5)	S	X	
Christmas tree sales							X	X	X(5)	S	X	
Cigar bar / smoking room							X	X	X	S	X	
Employment agency								X		N	X	
Event center / rental hall							S	X		S	X	
Exterminator								X		N	X	
Farmers market, produce stand							X	X	X(5)	S	X	
Feed store (no animal sales)								X		N	X	
Feed store (with animal sales)								X		N	X	
Firewood sales							X	X		N	X	
Flea market - inside								S	S(5)	S	X	
Flea market - outside								S		N	S	
Florist shop							X	X	X(5)	S		
Furrier								X		N	X	
Game hall								S		S	X	
Grease trap and drain vacuum service										N	S	
Gun shooting range - indoor										N	X	
Gunsmith shop								X		S	X	
Manufacturing Guns											S	
Manufacturing Artisan Guns								S	S	S	S	
Heating A/C sales and service								X		N	X	
Heavy equipment sales								X		N	X	
Heavy machinery sales and storage											X	
Hotel. motel, or inn								X		S	X	
Ice Cream Truck	x	x	x	x	x	x	x	x	x	x	x	x
Landscaping services							X	S		N	X	
Lawnmower, lawn equipment, small motors sale and service							S	X		N	X	
Licensed massage therapy							X	X	S(5)	S	X	
Lithographic shop								X		N	X	
Locksmith shop								X		N	X	
Manufactured home sales lot, mobile home sales and display								X		N	X	
Massage establishment							S	S		S	S	

Meat market								X	X(5)	S	X	
Mimeograph or letter shop							X	X		S	X	
Mobile food vendor							X	X	S	S	X	
Musical instruction store							X	X		N		
Musical instrument store							X	X	X(5)	N		
Newspaper office							X	X	X*	S		
Nightclub or dance hall							S	X	S	S	X	
Optical dispensary store							X	X		N		
Pawnshops								X		N	X	
Personal services - spa, tanning, massage therapy, permanent makeup, beauty, or barber shop							X (7)	X (7)	X (7)(5)	S	X (7)	
Pet grooming shop							X	X		N	X	
Pet shop							X	X		N		
Plant nurseries								X		N	X	
Plumbing sales and service								X		N	X	
Pool or billiard hall							S	X		N	X	
Portable building or shed sales lot								X		N	X	
Print shop							X	X	X	S	X	
Professional - title and abstract office							X	X		N	X	
Professional office - field office or real estate sales office							X	X		N		
Professional office - general							X	X		S		
Professional office - insurance, lawyer, title company, abstract office, business office							X	X		S		
Professional office - medical, dental, science, clinic							X	X		N		
Professional office - optical clinic or office										N		
Psychic / paranormal readings							S	S		N	S	
Radio or television broadcast studio							X	X		N	X	
Recreational vehicle storage										N	X	
Resort										N		X
Restaurant - kiosk*							X	X	X(8)	S	X	
Restaurant or cafe - inside & outside dining							X	X	X(5)	S	X	
Restaurant or cafeteria - carryout only							X	X	X(5)	S	X	
Restaurant or cafeteria - drive-in or drive-thru service							X	X		N	X	
Shop, large retail - Furniture								S		N	S	
Shop, large retail - Groceries								S		N	S	
Shop, large retail - Pet store, kennel, animal boarding (outside runs)								S		N	S	
Shop, large retail - Other - 11,999 gfa or less								X (12)		N	S	
Shop, large retail - other - 12,000 gfa or greater								S		N	S	
Shop, small - bait shop							X	X		N	X	
Shop, small - butcher							X	X	S(5)	S	X	

Shop, small - hardware - paint, plumbing, and related sales							X (Size Limit)	X	X (Size Limit)(5)	S	X	
Shop, small - jewelry							X	X	X(5)	S	X	
Shop, small - laundry or dry cleaning							X	X		N	X	
Shop, small retail - antiques, art							X	X	X(5)	S	X	
Shop, small retail - appliance repair								X		N	X	
Shop, small retail - bicycle sales and repair							X	X	X(5)	N		
Shop, small retail - dry cleaning, laundry, pressing							X	X		N	X	
Shop, small retail - florist or plant center							X	X	X (5)	S	X	
Shop, small retail - framing, art							X	X		N	X	
Shop, small retail - groceries							X (Size Limit)	X	X (Size Limit)	S	X	
Shop, small retail - handcrafted furniture							X		X (5)	S		
Shop, small retail - homegoods rental store							X	X		N	X	
Shop, small retail - leather goods, tack							X	X	X (5)	S	X	
Shop, small retail - pet store, kennel, animal boarding (no outside runs)							X	X		N	X	
Shop, small retail - seamstress, tailor							X	X		N	X	
Shop, small retail - sign shop							X	X		N	X	
Shop, small retail - smoke, tobacco, vape							X	X		N	X	
Shop, small retail - sporting goods							X	X	X (5) (Size Limit)	S	X	
Shop, small retail - thrift store, second-hand, consignment							X	X	X (5)	S	X	
Shop, small retail - tool or equipment rental								X		N	X	
Shop, small retail - video							X	X		N	X	
Shopping center or mall									S	N		
Snow cone stand							X	X	X(5)	S		
Store, large retail - all types								S		N	S	
Store, small retail - appliance								X		N	X	
Store, small retail - art supply, office supply, newsstand, books, camera							X	X	X(5)	S	X	
Store, small retail - audio, TV, electronics, computers								X		N	X	
Store, small retail - carpet, flooring								X		N	X	
Store, small retail - clothing, apparel, shoes, accessories							X	X	X(5)	S	X	
Store, small retail - department or discount							X	X	X(5) (Size Limit)	S	X	
Store, small retail - drug store or pharmacy							X	X	X(5) (Size Limit)	S	X	
Store, small retail - general store or convenience store							X	X	S	S	X	
Store, small retail - gift or novelty shop							X	X	X	S	X	

Store. small retail - hobby							X	X	X (Size Limit)	N	X	
Store, small retail - other							X	X	S (5)	S	X	
Studio, small retail - photography, recording, music, art, health, etc.							X	X	S (5)	S	X	
Tattoo or body piercing parlor								S (6)		N	S (6)	
Taxidermist								X		N	X	
Travel agent							X	X		N	X	
Upholstery shop										N	X	
Veterinarian (no outside runs)							X	X		N	X	
Veterinarian (outside runs)								X		N	X	
Veterinary hospital							X	X		N	X	
Washeteria	S	S	S	S	X	X	X	X		N	X	

**Newspaper office - for B-3 must be open to public / community hub*

**Restaurant - kiosk - temporary (2 week limit)*

5) Educational and Institutional Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Assisted living facility, nursing home, rest home							S	X		N		
Automated teller machines (ATMs)							X	X	S(5)	S		
Bank or financial institution							X	X		N	X	
Cemetery or mausoleum										N	S	
Child care center or facility							X	X		N	X (5)	
Church, rectory, or other places of worship, including church operated day-care facilities and preschools	X	X	X	X	X	X	X	X	S (5)	S	X	
College, university, or professional schools								X		N	X	
Community center	S	X	X	X	X	X	X	X	S (5)	S	X	X
Daycare, commercial							X	X		N	X	
Drug and alcohol rehabilitation center							S (4)	S (4)		N	S (4)	

Fire station	X	X	X	X	X	X	X	X		N	X	X
Food bank							S	X	S (5)	N	X	
Government facilities or offices							X	X	X (5)	S	X	
Halfway house			S	S	S	S		S (4)		N	X (4)	
Hospital	S	S	S	S	S	S		X		N	X	
Laboratories (medical, dental, science)										N	X	
Material recycling center										N	X	
Museum, library, historic sites, art gallery (public), and other similar	S	S	S	S	S	S	X	X	X (5)	S		
Police Station	S	S	S	S	s	S	X	X	X (5)	S	X	S
Post office							X	X		N	X	
Prison, jail, or other correctional institution										N	S	
Probation or parole office										N	X	
Religious camp								X		N		X

6). Industrial and Manufacturing Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Ammonia manufacturing											S	
Apparel, games, and textile manufacturing											X	
Appliance manufacturing											X	
Artificial limb manufacturing											X	
Asphalt batching plant											S	
Bakery, wholesale or commercial								X		N	X	
Bleach manufacturing											S	

Bookbinding and publishing								S		N	X	
Bottling plant								S		N	X	
Box manufacturing											X	
Brewery											X	
Brick and tile manufacturing											X	
Cabinet shop											S	
Canning operation											X	
Carpentry shop											X	
Carpet manufacturing											X	
Chemical storage or manufacturing											S	
Chlorine manufacturing											S	
Cleaning plant (laundry)											X	
Cold storage plant											X	
Concrete batching plant								S		N	X	
Concrete product casting plant											X	
Creosote manufacturing											S	
Distillation plant											S	
Distribution center - large											X	
Distribution center - small								X		N	X	
Dyeing plant											X	
Electrical components manufacturing											X	
Electroplating											X	
Envelope manufacturing											X	
Fertilizer manufacturing											S	

Fiberglass manufacturing											X	
Fireworks manufacturing											S	
Food processing											X	
Foundry											S	
Freight terminal, motor											X	
Freight terminal, train											X	
Furniture manufacturing											X	
Garment manufacturing											X	
Glass manufacturing											X	
Glue manufacturing											S	
Gun Manufacturing											S	
Granary or gin											S	
Gypsum manufacturing											S	
Ice or ice cream plant, creamery											X	
Incinerators								S		N	X	
Insecticide, pesticide processing											S	
Junkyard, salvage yard											S	
Light fabricator plant											X	
Machine shop											X	
Marble manufacturing											X	
Mattress manufacturing											X	
Meat processing plant											S	
Metal casting, foundry, or fabrication plat											X	
Metal stamping, dyeing, shearing, or punching											X	

Mobile collection and redemption center											X	
Newspaper distribution center											X	
Packaging operation											X	
Paint manufacturing											S	
Pallet manufacturing											X	
Paper mill											S	
Paper products manufacturing											S	
Pesticide processing											S	
Petroleum products, wholesale											S	
Petroleum refinery or storage											S	
Pharmaceutical manufacturing											S	
Planing mill											S	
Plastic product manufacturing											S	
Pottery manufacturing											X	
Poultry processing plant											S	
Print center, commercial											X	
Rendering plant											S	
Rental store							X	X		N	X	
Rock crushing plat											S	
Salvage yard											S	
Sheet metal shop											X	
Smelter plant											S	
Storage, non-accessory, outside											X	
Tanning plant											S	

Television transmitting station							S	S	S (5)	N	X	
Textile and apparel manufacturing											X	
Tire manufacturing											S	
Underground bulk storage											S	
Vehicle conversion facility											S	
Warehouse								S			X	
Welding shop											X	
Wholesale establishments											X	

7) Recreational and Entertainment

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Amusement, commercial (indoor)							X Size Limit	X		S		
Amusement, commercial (outdoor)								X		N	X	
Arcade							X Size Limit	X	X (5) Size Limit	S	X	
Athletic field or stadium	S	S	S	S	S	S	S	X		N	X	
Athletic fitness club							X Size Limit	X	S Size Limit	S	X	
Bowling alley								X		N		
Carnival or circus							S	S		N		
Go-cart track								X		N		S
Golf, driving range								S		N	X	
Golf, miniature							S	X		N		S
Golf course, private							S	S		N		S
Golf course, public							S	S		N		S

Movie theater, indoor							X	X	S (5)	S	X	
Movie theater, outdoor								S		N		
Nature preserves							X	X		S		X
Park or playground, public	X	X	X	X	X	X	X	X	X (5)	S		X
Pickleball, racquetball, tennis court (private)							X	X		N		
Pickleball, racquetball, tennis court (public)	S	S	S	S	S	S	X	X		N		
Playfield or stadium, public							S	X		N		
Recreational area, private												X
Recreational area, public							X	X		S		X
Sexually oriented business											S	
Skating rink								X		N		
Swimming pool or hot tub, public							X	X		N		
Swimming pool or hot tub, private	X	X	X	X	X	X	X	X		S		X
Youth camps								S		N		

8) Residential

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Accessory building or use	X	X	X	X	X	X	X	X	S (5)	S		
Apartment or multi-family building					X		X	X		N		
Bed and breakfast accommodations (residential home)	S						X	X		S		
Boarding house, rooming house					X							
Assisted Living in Private Residance	S											
Cabins			X	X	X							X
Child day care (home)	S	S	S	S	S	S	X(5)	X(5)		N		

Condominium			X		X		X	X		S		
Dormitories								X		N		
Four-family dwelling			X	X	X			X		N		
Group day care home			S	S	S	S						
Group home, community home	S		S	S	S	S				N		
Guest house or quarters	X	X	X	X	X	X						
Home occupation, home-based business	2	2	2	2	2	2						
Independent living facility, retirement community							S	X		S		
Industrialized housing				X	X	X				N		
Manufactured home				X		X				N		
Manufactured home park						X				N		
Private street development	X (11)	X (11)	X (11)	X (11)	X (11)	X (11)				N		X
Retirement center					X			X		S		
Shipping containers for residential use						S				N		
Short-term rental (AirBnb, VRBO, etc.)	S	S	S	S	S	S	N	N	S	S		
Single-family dwelling	X(10)	X	X	X	X	X	1	1			1	
Two-family dwelling		X	X	X	X	X						
Three-family dwelling			X	X	X							
Townhouse			X	X	X							
Trailer camp or park						X		X		N		X

9). Transportation, Automobile, and Related Uses

	R-1	R-2	R-2M	R-3	R-4	MH	B-1	B-2	B-3	Downtown District Overlay	I	P&R
Airport of landing field, heliport, aircraft hangar								S		N	S	

Auto or motorcycle sales lot								S		N	X	
Auto inspection station								X		N	X	
Auto paint and body shop								X		N	X	
Auto parts sales (indoor)								X		N		
Auto rental								X		N	X	
Auto repair garage								X		N	X	
Automobile, trailer, light truck, tool rental								X		N	X	
Bus stop							X	X	X		X	
Bus terminal											X	
Bus or truck parking or storage											X	
Car wash							S	S		N	S	
Garage or lot, parking (commercial)							X	X	S	S	X	
Garage or lot, parking (private)							X	X	S	S	X	
Garage or lot, parking (public)							X	X	S	S	X	
Motor freight terminal											S	
Recreational vehicle sales								X		N	X	
Service station or motor vehicle fuel sales							X	X		N	X	
Taxi or shuttle service business office with parking								X		N	X	
Tire recapping											X	
Tire sales and repair								X		N	X	
Truck driving school											X	
Truck fueling station								X		N	X	
Truck sales, storage or repair											X	
Truck stop								X		N	X	

Truck wash								S		N	S	

1. Notes to schedule of uses:
    1. Allowed with mini-warehouse use only.
    2. Home occupations are permitted when in accordance with section 14.02.103. Home occupations not specifically permitted in section 14.02.103 may be permitted only with a specific use permit. Home occupations do not allow for customer visitations or 2 or more employees working from the home.
    3. Allowed for a period of one year or until the development is sold out, whichever is longer.
    4. Not allowed in the confines of the Glen Rose Historic District or within 500 feet of any historical property, school, park, or day care facility.
    5. Residential living quarters are allowed as a mixed use within the same building as the commercial use provided it represents no more than 50% of the total floor area of the development and must not be storefront or first floor (if a second floor is available). This is for business owners or business managers residence only. No parking of recreational vehicles of any kind will be authorized. Up to two (2) personal transportation vehicles will be allowed in the existing downtown parking.
    6. Residential living quarters are allowed as mixed use in a different building if the property has more than 3 building on premise and is over 3 acres in total plat. This is for business owner's or business manager's residence only. This residence may not be rented to any persons not affiliated as management in the business.
    7. Allowed only within a beauty salon / spa (full service) providing a minimum of two (2) of the service categories listed under its definition, for a minimum total of three (3) services.
    8. Kiosk is permitted for a limited time period, not to exceed 30 days, with property owner permission. This is for walk-up traffic only and drive thru is not permitted. All state, city, county health, fire, safety regulations must be met along with all permits required.
    9. The sale of alcoholic beverages is prohibited within 300 feet of any church, public or private school, or public hospital (Chapter 4.02.02 Alcoholic Beverages)
    10. Recreational Vehicle Storage is permitted on private single family home lots for an unlimited amount of time. This is for storage purposes only and may not be connected to sewer or water lines or in use for housing for any length of time while in storage. It is recommended that the RV be stored on a non-porous surface. Street parking of recreational vehicles is only permitted for loading and unloading for a period not to exceed 48 hours provided that the flow of traffic is not impeded by the vehicle.
    11. Private Street Development may occur in community developments that request it with their preliminary and final plats and must be approved by City Council. The development must maintain reserves to provide all utility and street maintenance required, no city funds will be available for street or utility repairs. The city retains the right to provide law enforcement within the community.
    12. Any commercial retail business over 12,000 gfa will require a Special Use Permit; commercial retail businesses of any type 11,999 gfa or less are permitted in B-2 without a special use permit.
    13. Ranch, Farm, Orchard or Truck Garden will allow for a temporary RV on site in B2.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; Ordinance 301 adopted 9/8/98; Ordinance 333 adopted 6/13/00; Ordinance 240-Museum adopted 10/14/03; Ordinance 240- B-1 Specific Use adopted 10/14/03; Ordinance 530 adopted 3/10/14; 2007 Code, ch 155, app. A; Ordinance 544 adopted 2/5/15; Ordinance 547 adopted 3/9/15; Ordinance 567, sec 2, adopted 10/12/15; Ordinance 568, sec 2, 3, adopted 10/12/15; Ordinance 17.05.08 adopted 5/8/17; Ordinance 18.10.08A, sec 2, adopted 10/8/18; Ordinance 2020.01.13A, secs. 10–11, adopted 1/13/20; Ordinance 2020.02.10A, secs. 3–4, adopted 2/10/20; Ordinance 2021.02.08A adopted 2/8/21)

HISTORY

Amended by Ord. 2021.05.11A on 5/11/2021
Amended by Ord. 2021.05.25C on 5/25/2021
Amended by Ord. 2021.06.08D on 6/8/2021
Amended by Ord. 2021.08.10D on 8/10/2021
Amended by Ord. 2022.08.09.C Exhibit A Amend Schedule of Uses on 8/9/2022
Amended by Ord. 2022.10.11.A Schedule of Uses on 10/11/2022
Amended by Ord. 2022.04.11.A Addition of "Cigar bar or smoking room" on 4/11/2023
Amended by Ord. 2023.05.09.A Amends B&B and Large Retail on 5/9/2023
Amended by Ord. 2024-O-20 Schedule of Uses on 12/10/2024
Amended by Ord. 2025-O-08 Schedule of Uses Amendments on 2/11/2025

CITY COUNCIL
AGENDA ACTION FORM

Date:	September 9, 2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding an increase in trash rates for the City of Glen Rose		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	10/30/2024
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$0
	Amount Budgeted:	$00.00
	Appropriation Required:	$0
CITY ADMINISTRATOR APPROVAL:		

RECOMMENDED ACTION: discuss and take action on

P.O. Box 1283 • Hillsboro, TX 76645
1-888-854-2905 • www.frontierwaste.com

Troy Hill
CC: Lupita Gutierrez
City of Glen Rose
201 NE Vernon
Glen Rose, TX 76043

Date: May 30, 2025

Re: Solid Waste Price Increase

Mr. Hill,

Per Section 11 of the service contract dated 5/18/2022 between Frontier Access, LLC. and the City of Glen Rose, I respectfully request an increase in the negotiated rates.

CPI-U Adjustment 4.95% - See Attachment

The rate adjustment will be effective October 1st, 2025. I have attached a revised rate sheet for your review.

If you have any questions or need additional information, please feel free to contact me. 817.676.8644.

Best Regards,

John Higdon
Municipal Marketing Manager - NTX
Frontier Waste Solultions
jhigdon@frontierwaste.com

City of Glen Rose Rate Sheet

Effective Date: October 1, 2025

CPI Current (04/2024)	**314.82**
CPI Former (05/2024)	**299.99**
CPI Variance	**14.83**
CPI Adjustment %	**4.95%**

4.95% Total Increase

Current Handload

Residential	$ 9.87	
Extra Cart Residential	$ 7.71	

New Handload Rates

Residential	$ 10.36	
Extra Cart	$ 8.09	

commercial containers monthly rates

Size	1x	2x	3x	4x	5x	Extra
Cart	$ 22.02	$ 39.30	$ 57.63	$ 76.84	N/A	$ 12.60
2 Yard	$ 50.05	$ 83.32	$ 128.70	$ 171.59	$ 214.49	$ 26.42
3 Yard	$ 70.06	$ 104.96	$ 182.32	$ 243.09	$ 303.87	$ 33.02
4 Yard	$ 81.03	$ 133.46	$ 200.19	$ 266.92	$ 333.66	$ 39.63
6 Yard	$ 114.40	$ 205.92	$ 300.29	$ 400.39	$ 500.49	$ 52.84
8 Yard	$ 133.46	$ 247.86	$ 360.36	$ 533.86	$ 667.32	$ 70.45

New Frontload containers monthy rates

Size	1x	2x	3x	4x	5x	Extra
Cart	$ 23.09	$ 41.20	$ 60.42	$ 80.56	N/A	$ 13.22
2 Yard	$ 52.47	$ 87.35	$ 134.93	$ 179.89	$ 224.87	$ 27.73
3 Yard	$ 73.45	$ 110.04	$ 191.14	$ 254.86	$ 318.58	$ 34.65
4 Yard	$ 84.95	$ 139.92	$ 209.88	$ 279.84	$ 349.81	$ 41.59
6 Yard	$ 119.94	$ 215.89	$ 314.82	$ 419.77	$ 524.71	$ 55.46
8 Yard	$ 139.92	$ 259.86	$ 377.80	$ 559.70	$ 699.62	$ 73.94

Current Roll-off Temp/Perm

Size	Setup and Delivery	Haul	Disp/ton	Daily Rental	Relocate/Blocked Fee
20 yard	$ 165.12	$ 608.75	$ 42.29	$ 6.29	$ 137.60
30 yard	$ 165.12	$ 608.75	$ 42.29	$ 6.29	$ 137.60
40 yard	$ 165.12	$ 608.75	$ 42.29	$ 6.29	$ 137.60

New Roll-off Rates Temp/Perm

Size	Setup and Delivery	Haul	Disp/ton	Daily Rental	Relocate/Blocked Fee
20 yard	$ 173.29	$ 638.88	$ 44.38	$ 6.60	$ 144.41
30 yard	$ 173.29	$ 638.88	$ 44.38	$ 6.60	$ 144.41
40 yard	$ 173.29	$ 638.88	$ 44.38	$ 6.60	$ 144.41

Roll-off On Call Perm

Location	Size	Rental	Haul	Disp/ton	Relocate/Blocked Fee
City WWTP	1-20 yd	$ -	$ 393.15	$ 42.29	$ 137.60

Roll-off On Call Perm

Location	Size	Rental	Haul	Disp/ton	Relocate/Blocked Fee
Base Pile Storage	1-40 yd	$ -	$ 412.61	$ 44.38	$ 144.41

Series ID	Year	Period	Label	Value		
CUUR0000	2024	M05	2024 May	299.987	299.987	
CUUR0000	2024	M06	2024 Jun	300.652		
CUUR0000	2024	M07	2024 Jul	302.106		
CUUR0000	2024	M08	2024 Aug	303.311		
CUUR0000	2024	M09	2024 Sep	305.117	314.82	
CUUR0000	2024	M10	2024 Oct	306.336	-299.987	
CUUR0000	2024	M11	2024 Nov	308.015	14.833	
CUUR0000	2024	M12	2024 Dec	308.234		
CUUR0000	2025	M01	2025 Jan	310.239	14.833/299.987=4.9445%	
CUUR0000	2025	M02	2025 Feb	313.344	4.95%	
CUUR0000	2025	M03	2025 Mar	313.925		
CUUR0000	2025	M04	2025 Apr	314.82	314.82	

ORDINANCE NO. 2025-O-21

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, AMENDING SECTION A5.031 "RATES" OF THE CITY OF GLEN ROSE CODE OF ORDINANCES CONCERNING SANITATION SERVICE; PROVIDING FOR REPEALING, SEVERABILITY, AND PROPER NOTICE, MEETING, AND QUORUM CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 364 of the Texas Health and Safety Code authorizes municipalities to contract for solid waste collection, transportation, handling, storage, and disposal services and to charge fees for said services; and

WHEREAS, the City Council sets the sanitation service fees billed to City customers through a list of rates found in Section A5.031 in the City's Code of Ordinances; and

WHEREAS, under the franchise agreement with Frontier Waste Solutions for municipal solid waste collection (AKA sanitation services) that goes into effect on October 1, 2025, the City will be charged different rates for sanitation services than were charged under the previous agreement with Frontier Services; and

WHEREAS, revenues for sanitation services are an integral part of the City's annual budget and, therefore, rates for said services need to be established before the annual budget is adopted; and

WHEREAS, to cover both the direct and indirect costs of providing sanitation services within its jurisdiction under the new Frontier Waste Franchise Agreement, and for the good government, peace, and order of the municipality, the City Council has decided to replace the rates found at Section A5.031 "Rates" of the City's Code of Ordinances with new rates.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS:

SECTION 1
INCORPORATION OF RECITALS

All of the above recitals are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2
AMENDING SECTION A5.031 "RATES"

Section A5.031 "Rates" of Division A5.000-2 "Sanitation Services" of the City's Code of Ordinances shall be amended as follows:

(a) Monthly rates, residential:
- (1) 95-gallon poly cart, once a week service: $13.43
- (2) Additional poly cart, once a week service: $9.49

(b) Monthly fees, commercial:

NUMBER OF COLLECTIONS PER WEEK

Container Type	One	Two	Three	Four	Five	Extra Dump
Cart*	$ 16.27	$24.35	$39.04	$47.79	N/A	N/A
2-yd Dumpster	$64.06	$ 96.10	$128.14	$160.03	$ 192.03	$ 29.71 (Dump)
3-yd Dumpster	$ 85.42	$ 128.14	$ 170.86	$213.36	$ 256.04	$ 35.58 (Dump)
4-yd Dumpster	$ 99.67	$ 158.43	$ 216.42	$ 274.78	$ 339.43	$ 44.57(Dump)
6-yd Dumpster	$170.86	$ 256.30	$ 315.64	$ 450.32	$ 562.88	$ 59.42 (Dump)
8-yd Dumpster	$ 199.34	$ 316.08	$ 404.51	$ 549.47	$ 666.35	$ 79.24 (Dump)

Additional charge per extra poly cart: $16.27

(c) Accessory fees

(1) Monthly surcharge to equip a container with a locking device: $14.85

(2) Monthly surcharge to equip a container with casters: $14.85

(d) Roll-off rates and fees are to be collected directly from customers by the service provider.

SECTION 3
SAVINGS/REPEALING CLAUSE

Division A5.000-2 “Sanitation Services” in the City of Glen Rose Code of Ordinances shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 4
SEVERABILITY CLAUSE

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Glen Rose hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 5
PROPER NOTICE, MEETING, AND QUORUM CLAUSE

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by majority vote of the City Council of the City of Glen Rose, Texas was open to the public; that public notice of the time, place, and purpose of the meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code; and, that a quorum was present pursuant to Section 22.039 of the Texas Local Government Code.

SECTION 6
EFFECTIVE DATE

This Ordinance shall take effect on October 1, 2025.

PASSED AND APPROVED this the 9th day of September, 2025.

_____
Joe Boles , Mayor

ATTEST:

_____
Veronica Welch, City Secretary

Item	OLD RATE	New %	Increase	NEW RATE
1 Res Poly	12.8	4.95%	0.6336	13.4336
1 Add Res Poly	9.04	4.95%	0.44748	9.48748
1 Cart	15.5	4.95%	0.76725	16.26725
2 Cart	23.2	4.95%	1.1484	24.3484
3 Cart	37.2	4.95%	1.8414	39.0414
4 Cart	48.54	4.95%	2.40273	50.94273
Add Com Poly	15.5	4.95%	0.76725	16.26725
2-Yd Dump 1X	61.04	4.95%	3.02148	64.06148
2-Yd Dump 2X	91.57	4.95%	4.532715	96.102715
2-Yd Dump 3X	122.1	4.95%	6.04395	128.14395
2-Yd Dump 4X	152.48	4.95%	7.54776	160.02776
2-Yd Dump 5X	182.97	4.95%	9.057015	192.027015
3- Yd Dump 1X	81.39	4.95%	4.028805	85.418805
3- Yd Dump 2X	122.1	4.95%	6.04395	128.14395
3- Yd Dump 3X	162.8	4.95%	8.0586	170.8586
3- Yd Dump 4X	203.3	4.95%	10.06335	213.36335
3- Yd Dump 5X	243.96	4.95%	12.07602	256.03602
4-Yd Dump 1X	94.97	4.95%	4.701015	99.671015
4-Yd Dump 2X	150.96	4.95%	7.47252	158.43252
4-Yd Dump 3X	206.21	4.95%	10.207395	216.417395
4-Yd Dump 4X	261.82	4.95%	12.96009	274.78009
4-Yd Dump 5X	323.42	4.95%	16.00929	339.42929
6-Yd Dump 1X	162.8	4.95%	8.0586	170.8586
6-Yd Dump 2X	244.21	4.95%	12.088395	256.298395
6-Yd Dump 3X	300.75	4.95%	14.887125	315.637125
6-Yd Dump 4X	429.08	4.95%	21.23946	450.31946
6-Yd Dump 5X	536.33	4.95%	26.548335	562.878335
8-Yd Dump 1X	189.94	4.95%	9.40203	199.34203
8-Yd Dump 2X	301.17	4.95%	14.907915	316.077915
8-Yd Dump 3X	385.43	4.95%	19.078785	404.508785
8-Yd Dump 4x	523.55	4.95%	25.915725	549.465725
8-Yd Dump 5X	634.92	4.95%	31.42854	666.34854
EXTRA Dump 2-Yd	28.31	4.95%	1.401345	29.711345
EXTRA Dump 3-Yd	33.9	4.95%	1.67805	35.57805
EXTRA Dump 4-Yd	42.47	4.95%	2.102265	44.572265
EXTRA Dump 6-Yd	56.62	4.95%	2.80269	59.42269
EXTRA Dump 8-Yd	75.5	4.95%	3.73725	79.23725

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/27/2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding the addition of a NO PARKING ZONE on both sides of Stadium Drive, from Mary Lynn Drive to Allen Drive.		
PREPARED BY:	Jim Holder	**DATE SUBMITTED:**	08/27/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$
	Amount Budgeted:	$
	Appropriation Required:	$0
CITY ADMINISTRATOR APPROVAL:		

Occasionally there have been parked vehicles along Stadium Drive, near the GRISD Elementary campus. This is problematic specifically during the hours when students are being dropped off or picked up. There are several different lanes of traffic moving and most everyone understands the intended "drop off and pick up" lines, and how the ISD would like for taffic to flow.

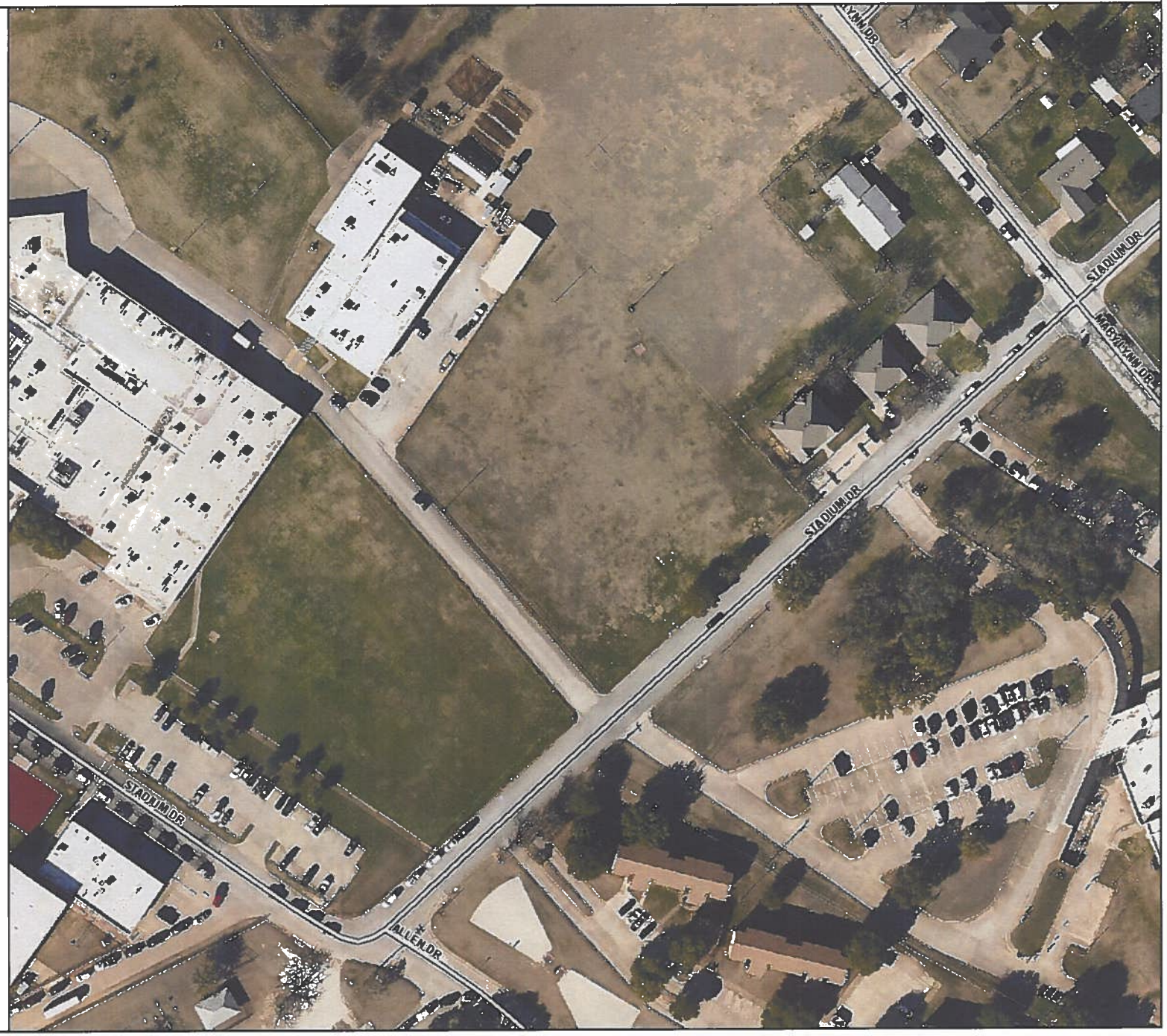
In the event that someone parks a vehicle by the curb on either side of Stadium Drive during those times of the day, it creates a real mess.

On the flip side of that there are a few residents that do not want their vehicles to be blocked in their driveways, as some parents begin forming pick up lines rather early before school dismisses.

RECOMMENDED ACTION: Staff recommends a "NO PARKING ZONE" be added to both sides of Stadium Drive from 7am-4pm, with additional signage near driveway accesses to warn drivers to not block vehicle access to driveways.

///0

Map



Local Road Labels
Local Roads
Extra-territorial Jurisdiction
City Limits

Data displayed were gathered by the City of Glen Rose for municipal purposes.
No guarantee is made regarding suitability for any other use or purpose.

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CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/27/2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding the addition of a NO PARKING ZONE/FIRE LANE on Ruth Parker Lane near the GRISD Jr. High campus.		
PREPARED BY:	Jim Holder	**DATE SUBMITTED:**	8/27/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$
	Amount Budgeted:	0
	Appropriation Required:	
CITY ADMINISTRATOR APPROVAL:		

During Jr. High School events, tournaments, etc. Ruth Parker Lane is sometimes being utilized for parking. The existing pavement is 15 feet wide x 180 feet in length, and the street is a dead end street with no culdesac. There are three homes at the south end of Ruth Parker Lane. Through traffic has a difficult time accessing properties at the south end of the street when the ajacent ISD parking lot is at full capacity, and then cars are parked along the street. The addition of a NO PARKING ZONE/FIRE LANE along Ruth Parker Lane would eliminate the issues, and allow for emergency vehicles to access as well.

RECOMMENDED ACTION: Staff recommends creating a "Fire Lane" on Ruth Parker Lane from College Avenue to the last driveway on the south end of Ruth Parker Lane.

Map

- Local Road Labels
- Local Roads
- Extra-territorial Jurisdiction
- City Limits

Data displayed were gathered by the City of Glen Rose for municipal purposes.
No guarantee is made regarding suitability for any other use or purpose.

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CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution No. 2025-R-15 changing the date of the November 2025 Regular City Council meeting		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	08/20/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00

SUMMARY:

RECOMMENDED ACTION:

RESOLUTION NO. 2025-R-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS, CHANGING THE REGULARLY SCHEDULED CITY COUNCIL MEETING FROM TUESDAY, NOVEMBER 11, 2025, TO MONDAY, NOVEMBER 10, 2025, DUE TO THE VETERANS DAY HOLIDAY AND THE CLOSURE OF CITY HALL.

WHEREAS, the City Council of the City of Glen Rose, Texas, customarily holds its regular meetings on the second Tuesday of each month; and

WHEREAS, the regularly scheduled meeting for November 2025 falls on Tuesday, November 11, 2025, which is Veterans Day, a recognized federal holiday during which City Hall will be closed; and

WHEREAS, the City Council finds it in the best interest of the City to reschedule the November meeting to ensure accessibility and proper public notice;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS:

SECTION 1.

The regular City Council meeting originally scheduled for Tuesday, November 11, 2025, is hereby rescheduled to Monday, November 10, 2025, at the usual meeting time and location.

SECTION 2.

The City Secretary is directed to post notice of the rescheduled meeting in accordance with the Texas Open Meetings Act.

SECTION 3.

This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED this 9th day of September, 2025.

_____

Joe Boles, Mayor
City of Glen Rose, Texas

ATTEST:

_____

Veronica Welch, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	August 12, 2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding Resolution No. 2025-R-12 to amend the current personnel policies		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	08/05/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00

SUMMARY:

RECOMMENDED ACTION:

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OPERATIONS AND PROCEDURES MANUAL

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Welcome!

Welcome to the City of Glen Rose Operations and Procedures Manual

This manual serves as a comprehensive guide to the operational standards, administrative procedures, and departmental protocols that support the daily functions of the City of Glen Rose. As a Type A General Law city, Glen Rose is committed to transparency, consistency, and excellence in municipal service. This document is designed to ensure that all city staff have clear, accessible, and up-to-date information to carry out their responsibilities effectively and in alignment with the City's mission and values. Whether you are a new employee or a seasoned team member, this manual is a resource to help you navigate city operations with confidence and clarity.

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2.06 Nepotism Prohibitions
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CHAPTER 1
INTRODUCTION

1.01 ADMINISTRATIVE AUTHORITY

The City Council shall establish the policy under which personnel matters are to be administered.

The City Administrator shall administer and interpret the City's Personnel Policy as it applies to their respective departments and employees. Each supervisor is responsible, within the scope of his or her authority, for enforcing the provisions of this policy and related rules and procedures regarding matters involving his or her department.

1.02 CITY ORGANIZATIONAL CHART

To maintain order within the organization, all employees must observe the established day-to-day operational chain of command, as described below. Although the City Council is not directly involved in the city's day-to-day operations, it does reserve the right to interact with all employees regarding personnel matters relating to grievances and/or appeals, provided that the proper chain of command has been followed. Instructions and communications shall be routed according to the following chain of command chart.

Field Supervisor
Department Head
City Administrator
Mayor
City Council

(Organizational Chart listed on the following page.)

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CHAPTER 2
RECRUITMENT AND EMPLOYMENT

2.01 RECRUITMENT

Supervisors shall notify the City Administrator when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled.

The City utilizes several methods of recruiting and selecting persons to fill vacancies:

- Promotion from within;
- Transfer from within;
- Public notice and competitive consideration of applications for employment;
- Selection from a valid current list of eligible applicants; or,
- Secure help through an employment agency.

2.02 GENERAL QUALIFICATIONS FOR EMPLOYMENT

The City maintains a job description which establishes the minimum required knowledge, skills, abilities and compensation for each position and the acceptable levels of experience and training for each.

A job applicant must:

- be at least sixteen (16) years old, for temporary or seasonal employment, or eighteen (18) years old, for regular full-time employment or if the job duties include hazards such as excavation or the operation of motor vehicles, heavy equipment, or chain saws;
- provide a valid Social Security number;
- provide a valid Texas Driver's License,

2.03 EMPLOYEE SELECTION

The City Administrator determines the selection method to be used in filling each vacancy. If the City Administrator elects to use public notice recruiting, the City Secretary shall publicly announce the job vacancy by appropriate means.

The City's primary goal is to fill vacancies with the most qualified applicants available. The supervisor shall determine the most appropriate means of evaluating applicants against job requirements to identify the best-qualified person. Reference checks, interviews, criminal history checks, citizenship or employment eligibility verification, driver's license

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checks, drug screening, and/or other screening procedures may be used. Skills tests and written tests may also be used if it is determined that such are beneficial or necessary. Applicants may be required to provide any information and undergo any examinations necessary to demonstrate compliance with prescribed qualification requirements or proficiency.

An applicant shall be disqualified from consideration for employment if he or she:

- does not meet the qualifications necessary for performance of the duties of the position involved;
- has made any false statement of fact on the application, depending upon the seriousness, willfulness and applicability of the false information to the position;
- is an alien not lawfully authorized to work in the United States;
- would be in violation of the nepotism policy or laws; or
- discloses a criminal conviction which creates concerns due to a position's duties.

An applicant disqualified for any of the above reasons will be permitted to reapply after twelve (12) months have expired.

2.04 OFFER OF EMPLOYMENT

Once the selection process has been completed, a conditional offer of employment specifying the job title, classification of employment, date of employment, rate of pay, what department the employee is being assigned to, the title of the new employee's supervisor, whether or not the employee is exempt or non-exempt, and that the employment relationship is subject to the terms of the City's Personnel Policy will be signed by both the new employee and the City official extending the job offer. The original, signed offer of employment shall be submitted to the City's Human Resources Manager.

After the conditional offer of employment has been extended, the City will conduct a criminal background check and reference checks. If the information discovered during the criminal background check and reference checks doesn't match the information provided on the applicant's job application, or if some relevant new facts are uncovered which create concerns specific to the position's duties, the City reserves the right to withdraw the offer of employment. If the job offer involves a position that has been identified by the City as a safety or security sensitive position, the offer of employment will be withdrawn if the applicant fails a pre-employment drug screening.

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2.05 ORIENTATION PERIOD

Before an individual begins performing assigned duties, the employee normally will be given a brief orientation session, conducted by their respective Department, or as directed by the City Administrator. The purpose of this session is to enable a new employee to understand his or her job better, as well as the position's relationship to the overall operation of the city. New employees must complete the information required by form I-9 in accordance with the Immigration Reform and Control Act of 1986 on the first day of employment.

2.06 NEPOTISM PROHIBITIONS

In order to prevent conflicts of interest, to avoid accusations perceptions of favoritism and biases and to maintain the confidentiality of restricted information, it is the policy of the City that:

(A) Applicants

- An applicant related to the City Manager by blood or marriage within the second degree according to common law shall not be employed by the City.
- An applicant related by blood or marriage within the second degree according to common law to any member of the City Council shall not be employed by the City.
- Under no circumstances will an applicant be employed in a department in which the employee may directly or indirectly supervise or be supervised by a member of the employee's immediate family. Immediate family includes spouse, parents, children, brother or sister.

First Degree:	Mother Father Sister Brother Son Daughter	(or) in-law
Second Degree:	Uncle Aunt Nephew Niece Grandfather Grandmother Granddaughter Grandson 1st Cousin	(or) in-law

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- No applicant shall be hired who is related by blood or marriage within the second degree to any other City employee.

(B) Promotion

In the event of a proposed promotion of a current employee to a position where the employee would be required to directly or indirectly supervise or be supervised by a member of the employee's immediate family (see definition above), any employed family member of a person considered for promotion must agree to immediately tender written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

(C) Reorganization

In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship prohibited by this section of the policy, the lower ranking employee will be required to immediately resign employment. If both employees are of an equal rank, one of them will be required to immediately resign employment. In the event that the employees do not decide which will resign the employee with the least seniority will be deemed to have resigned. Normally, any such resignation will not be effective until ninety (90) days after the engagement, reorganization, etc., occurs.

(D) Other Restrictions

The following restrictions apply on the employment of any relative, including those defined as family members under this policy:

- No employee in the relationship will supervise, review or process the work of the other;
- The employees' relationship must not create a conflict between employees/ City interests; and
- There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the City.

Relatives will not normally be permitted to work in the same department with each other without prior written authorization from the City Manager (or designee). In addition, written authorization must also be obtained from the City Manager (or designee) to employ any relative of a current City employee.

(E) Marriage of Current Employees

In the event of a marriage between two City employees, a promotion, reorganization, or

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any other situation giving rise to a relationship prohibited by Subsection B of this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified and that meets the requirements of Subsection B of this policy. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.

(F) Grandfather Clause

The City is aware that, as of the above revision date of this policy, a number of City employees are currently related, by blood or by marriage, to other City employees. These employees will be “grandfathered” under this policy, meaning they will be permitted to continue their employment with the City as long as the requirements set out in this policy are met. Please be informed that the above "grandfathered" provision is for family relationships as they exist as of the revision date of this policy. Any future changes to the family relationship and/or the employment status of the affected employee(s) will be governed by the requirements of this policy.

(G) Periodic Review

Periodically, the City Manager (or designee) will review the job descriptions and interrelationship between the affected jobs and determine whether they are in compliance with this policy. If one or more of these requirements are not met, one or both of the affected employees must immediately seek a transfer to another available position within the City for which he or she is qualified and that meets the requirements of this policy. If a suitable transfer cannot be made within ninety (90) days, one or both of the affected employees will be required to resign from employment.

(H) Application of Policy

This policy applies to all full-time, part-time and temporary seasonal employees of the City.

2.07 MEDICAL EXAMINATIONS

A person selected for initial employment or reinstatement may be required to take a medical and physical examination at City expense given by a doctor designated by the city. When a prospective employee is required to undergo a medical or physical examination, his or her employment may be contingent upon successful completion of the medical examination in relation to the standards of fitness for the position involved.

2.08 TEMPORARY APPOINTMENTS

The City Administrator may hire temporary or part-time employees in cases of emergencies or unusual or extraordinary circumstances that place demands that exceed the manpower capabilities of the City. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. The employees involved shall not acquire any status or rights in the positions to which they are temporarily appointed.

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2.09 RE-EMPLOYMENT

Former employees who have left City employment in good standing shall be eligible for reemployment, provided they meet the minimum requirements and qualifications of the position, and it is in the best interest of the City. Former employees who left the City in good standing shall be granted full benefits upon returning to the City of Glen Rose within one (1) year period. Benefits for employees returning after the one (1) year period shall be the same as those of a new employee, based on the most recent date of hire.

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CHAPTER 3
DISCIPLINE

3.01 TYPES OF DISCIPLINARY ACTION

Supervisory personnel are encouraged to consider the following as disciplinary transitional steps in situations requiring disciplinary action:

Verbal Warnings with records of each warning being noted in the employee's personnel file.

Written Reprimands, Supervisor must transmit through the City Administrator before placement in the employee's personnel file.

Suspension Without Pay, Reduction in Pay, Demotion, or Dismissal

Nothing herein is intended to negate the authority and responsibilities of a supervisor to take disciplinary action when appropriate, based upon the relevant circumstances, nor prohibit the supervisor from immediately discharging an employee for the first instance of gross misconduct.

3.02 WRITTEN REPRIMAND

In the interest of good discipline, an employee may be formally reprimanded in writing. The reprimand shall describe the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee's official personnel file.

3.03 SUSPENSION

In the interest of good discipline, an employee may be suspended without pay for up to thirty (30) calendar days in any one (1) calendar year. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file. When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or trial in a criminal matter, he or she may be suspended without pay for the duration of the proceedings when such suspension would be in the best interests of the City and the public. If the investigation or proceedings clear the employee, he or she shall be eligible for reinstatement with full pay and benefits restored.

3.04 REDUCTION IN PAY

In the interest of good discipline, an employee's pay may be reduced, provided it is done within reason. A notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

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3.05 DISCIPLINARY DEMOTION AND DISMISSAL

In the interest of good discipline, an employee may be demoted. A notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement. An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

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CHAPTER 4
PERSONNEL REPORTS

Supervisors shall be responsible for providing the Human Resources Director with all necessary employee reports and records associated with good personnel management for their Departments. Such records and reports shall include, but not be limited to, employee personal time off (PTO), attendance and overtime records, performance reports, counseling records, change of status documentation, and all types of disciplinary action.

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CHAPTER 5
TRAVEL POLICY

5.01 APPLICABILITY OF TRAVEL POLICY

This policy is applicable to all City employees, contract employees, and/or elected officials, and applies to all travel on City business outside the City limits and to all travel reimbursements, subject to budget limitations and authenticated expenses.

5.02 AUTHORIZATION REQUIRED

Only the City Administrator may authorize travel leave and expenses for City business outside the City. Only the City Council may authorize travel leave and expenses for City business outside the State. All travel requests must be approved by the department head and the City Administrator prior to its occurrence, with the exception of any pre-approved classes, training and/or schools for employees that are mandated or recommended for obtaining and maintaining licenses or certification. Department Heads shall prepare a schedule outlining any anticipated travel for training purposes and submit it to the City Council for their information only. Any employee traveling on City business shall leave word with their supervisor as to where they can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose.

5.03 TRANSPORTATION

When travel is required by a city employee or elected official for approved City business, a City vehicle or personal car may be used. However, when travel does not involve an overnight stay, employees shall use a City vehicle, if available, and carpool (if more than one employee is going to the same event), unless another arrangement has been approved by the City Administrator. For travel beyond a two hundred fifty (250) mile radius of the City, air transportation is an option, but to be exercised that option first must be authorized by the City Council.

All approved transportation expenses will be reimbursed as follows:

1. When a personal vehicle is used for approved City business all travel mileage will be paid at the mileage rate established by the IRS. Detailed maps showing mileage must be submitted at least 2 weeks prior to travel plans. Parking fees will be reimbursed provided receipts are submitted for payment.

2. When a City vehicle is used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.

3. When air travel is permitted, the cost of such airfare will be prepaid or reimbursed. Additionally, reimbursement will be made for the use of rental cars or taxi or bus fares, provided such expenses are necessary and reasonable. Receipts will be required.

4. Driving time will be paid as time worked. Supervisors will receive compensatory time

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at the rate of hour for hour. Driving time must be approved by the City Administrator.

5. Hourly employees will receive pay at the overtime rate of one and one-half hours per hour of driving time, provided the driving time causes the employee to exceed 40 hours per week worked. All driving time must be approved in advance by the City Administrator.

6. Personal affairs of the employee can be attended to, but only on the employee's time and with the employee bearing the additional costs of any personal travel outside the realm of the City approved travel. Mileage shown on the travel request form for advance of funds requested must be submitted at least two (2) weeks prior to travel. City vehicles will not be permitted on personal affairs alternate routes.

5.04 FOOD AND LODGING

Whenever authorized by the City Administrator, lodging expenses associated with official City business travel shall be paid with the City credit card for actual expenses incurred. Receipts will be required. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the City Administrator. The City will pay for lodging that is economical and practical that has been charged on the City credit cards with approval. Exceptions must be approved in advance by the City Administrator. Meals not covered with registration fees or otherwise paid for by the City will be covered by per diem based on fifty dollars ($50.00) per day. Per diem request shall be turned in to accounts payable at least two (2) weeks prior to travel dates.

Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in Section 10.05 hereafter.

5.05 TRAVEL ADVANCES AND REPORTS

Employees traveling on City business may use a city vehicle, if one is available. City gas cards may be used for business travel. Mileage shall be paid at the IRS rate if a personal vehicle is used. A map with a detailed route is required. All cash advances for mileage shall be submitted to accounts payable on forms provided for that purpose, at least two (2) weeks prior to travel dates.

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CHAPTER 6
DRUG FREE WORKPLACE POLICY

6.01 CONDUCTING DRUG AND ALCOHOL TESTS

A two-stage process will be used to establish positive test results. A preliminary screening will be performed on all specimens, using the "EMIT" test or a comparable process. All positive drug screens will be confirmed by the use of the gas chromatography/mass spectrometry (GS/MS) method. The finding of any of the following substances in a serum specimen at the levels shown or in greater amounts will be considered a "positive" test:

Substance	Cut-Off Level
Alcohol	0.02% weight per volume
Amphetamines	300 ng/L
Barbiturates	300 ng/L
Benzodiazepine	300 ng/L
Cocaine, Metabolites	300 ng/L
Marijuana	40 ng/L
Methadone	300 ng/L
Opiates	300 ng/L
PCP	75 ng/L
Propoxyphene	300 ng/L

6.02 EMPLOYEES ON STAND-BY OR SUBJECT TO CALL-BACK

The City recognizes that in emergencies, employees who are not designated for call-back may be requested to report for unexpected duty. The supervisor shall ask any employee who is called back for emergency duty if he or she is fit for duty. Employees who may be under the influence of alcohol or legally obtained medication must report this fact to their supervisor before reporting for duty. Based on this report, the supervisor and employee may jointly decide whether the employee may perform requested duties while under such influence. In no event, will employees reporting to emergency duty who are under the influence of drugs, alcohol or legally obtained medication be allowed to operate vehicles, machinery, or mobile equipment. Employees should decline calls for emergency duty because of off-duty use of alcohol or legally obtained drugs. In this event, the employee will not be subject to any disciplinary action or penalty.

6.03 TRANSPORTATION

In the event an employee is dismissed from his or her daily duties due to a positive drug test, the employee will not be allowed to drive to their home. If a family member or friend is unavailable to transport the employee, the supervisor and one other employee will transport the employee home.

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PERSONNEL POLICY MANUAL

Welcome!

Welcome to the City of Glen Rose workforce. You, our employee, are one the City's most valuable assets. Without the dedicated and coordinated efforts of you and your co-workers, with everyone doing their part, the services offered by the City of Glen Rose to its citizens would grind to a halt. The discipline and organization required of you and your fellow employees to provide the wide array of services expected of a municipality. This Personnel Policy influences our actions each and every workday. The provisions of this Personnel Policy enable employees to function more effectively. This Policy provides a clear picture of what is expected from you as a member of the City's workforce. All employees should become familiar with this Policy.

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CHAPTER 1
INTRODUCTION

1.01 OBJECTIVES OF POLICIES

The purpose of this policy is to bring into the service of the City of Glen Rose (hereafter, City) a high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees, with all the benefits such a program ensures.

Nothing in this policy shall be construed as restricting an employee's right to discuss the terms, status or conditions of the employee's employment position.

1.02 APPLICABILITY AND SCOPE

The Handbook policies shall apply to all City employees, provided that the provisions may vary in the case of an employee with a written employment agreement approved by the City Council. All employees must become familiar with and abide by these policies.

The City reserves the right to interpret, change, suspend, or cancel all or any part of these policies or procedures contained herein.

1.03 DISTRIBUTION AND ACKNOWLEDGEMENT

All City employees and Council Members shall be informed of the existence of this policy and each department shall keep a copy available for reference by its employees. A copy of this policy will be furnished to all employees for their personal use and reference. The City shall require that all employees sign a statement that they have been furnished a copy of the City's Personnel Policy. It shall be the employee's responsibility to become familiar with these policies.

1.04 EQUAL OPPORTUNITY POLICY

The City is an equal-opportunity employer. Discrimination against any applicant or employee because of age, race, color, religion, sex, national origin, disability, pregnancy, lactation of infant, genetics, or veteran's status is prohibited.

1.05 AMERICANS WITH DISABILITIES ACT

To ensure compliance with the Americans with Disabilities Act (ADA) and Americans with Disabilities Act as Amended (ADAAA), the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability or perceived disability.

The City will provide reasonable accommodation to the known physical (including the effects of pregnancy or childbirth) or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position. The essential functions of each position are contained in the Job Description, which may be updated periodically.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written application on a form provided by Human Resources.

Employees who have a complaint involving harassment, discrimination, or failure to provide a reasonable accommodation on account of a medical issue, must immediately contact their immediate Supervisor, Human Resources, or the City Administrator.

1.06 POLICY CHANGES AND EMPLOYEE SUGGESTIONS

This Policy may be amended, supplemented, or superseded at any time upon approval of the City Council. In addition, the City Administrator or Human Resources Manager may conduct a review of the policy and submit any necessary or recommended changes to City Council for approval.

General and final authority for personnel administration rests with the City Administrator with the exception of matters reserved to the City Council by state law. Authority may be delegated to appropriate staff members to act on the City Administrator's behalf in the administration of this Handbook; however, the final authority on personnel decisions shall be reserved for the City Administrator. Operational changes to any policy, practice, or process will require approval by the City Administrator.

No supervisor is authorized to modify this Handbook for any employee or to enter into any agreement, oral or written.

Employees shall be notified of proposed changes to the Personnel Policy prior to their adoption. In the event of any change, each employee will be given a copy of the revised policy changes in writing as soon as possible.

CHAPTER 2
RECRUITMENT ND EMPLOYMENT

2.01 AT-WILL EMPLOYMENT

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. No representative of the City, other than the City Council, has the authority to enter into any agreement guaranteeing employment for any specific time or to make any written or oral promises, agreements, or commitments contrary to this policy. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. This Personnel Policy does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City. Nothing contained in a City Ordinance or Resolution constitutes a contract of employment, and the City has the right to change the content of City Ordinances or Resolutions related to employment matters at any time, with or without notice, and with or without cause.

2.02 RECRUITMENT

All employee recruitment activities are to be conducted in a manner consistent with the policies of the City of Glen Rose and applicable State and Federal Laws.

When public announcements of position openings within the city are used and competitive consideration will be given, the announcements are to be disseminated in the manner most appropriate for the particular position being filled, as determined by the City Administrator. The length of time during which applications will be accepted will be determined by the City Administrator in accordance with the circumstances that exist at the time.

Department heads wanting to fill job vacancies from within their departments must submit relevant information about the position to the City Administrator.

2.03 EMPLOYMENT CLASSIFICATIONS

A regular full-time employee is employed forty (40) or more hours per week, in a year-round capacity and qualifies for benefits as set forth in this manual.

A part-time employee is employed less than 1000 hours per year and does not qualify for the benefits as set forth in this Policy, except possibly the Texas Municipal Retirement System (TMRS), and only if participation is mandated by the City of Glen Rose.

A seasonal employee may be employed in either a full-time or part-time capacity, but works only during a seasonal period, not exceeding 6 months, and is not eligible for benefits as set forth in this manual.

2.04 ORIENTATION PERIOD

All employees will be required to successfully complete a three (3) month orientation period. Employees serving in the initial orientation period are subject to all policies and procedures of the City with the exception of appeal rights. Each employee serving in the orientation period is responsible for:

(a) knowing, understanding, and meeting the expectations and standards for the position.
(b) performing the job in a safe, productive, and effective manner within the instructions and established standards for the position.
(c) maintaining acceptable standards of conduct.
(d) correcting any deficiencies or inadequacies in job performance, or conduct.
(e) The supervisor will discuss and outline performance expectations and will closely observe, evaluate, and counsel the employee regarding any performance weaknesses.
(f) Department Heads have the ability to extend the evaluation period an additional three (3) months if deemed necessary and upon approval of the City Administrator. The City Administrator may extend the evaluation period an additional three (3) months for Department Heads if deemed necessary.

In the event the employee's job performance is deemed unsatisfactory or the employee is found to be unqualified to perform the duties of the position during the employee's probationary period, the employment relationship may be terminated by the City without any right of appeal.

All employees of the City including those serving in the initial orientation period are at- will employees and may be terminated at any time during the orientation period, with or without notice or cause. An employee serving in the initial orientation period who is terminated has no right of appeal.

2.05 RESIDENCY REQUIREMENTS

Although there are no absolute residency requirements for City employment, those employees likely to be called to work in cases of emergency may be required to reside within a reasonable commuting distance of thirty (30) minutes of the City.

2.06 PROMOTION POLICY

A promotion is the assignment of an employee from one position to another higher-level job requiring more responsibility, experience, education, technical or professional expertise and which is usually at a higher salary. The City provides promotional opportunities whenever possible and practical. The selection process may be limited to qualified City employees or such other employees that may be given preference in the application and/or consideration process. Opportunities for promotion and/or reassignment shall be maximized, with approval from the City Council being necessary prior to such promotion for those positions which are hired and fired by the City Council.

2.07 TEMPORARY PROMOTION

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee without additional compensation. Temporary promotions shall not exceed six (6) months in length without approval by the City Council.

2.08 TRANSFERS

A transfer is the reassignment of an employee from one position to another. A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the supervisor, or if interdepartmental, to the supervisors, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process.

2.09 DEMOTIONS

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less experience, education, technical or professional expertise, and which is usually at a lower salary. A demotion may be affected for either a disciplinary or non-disciplinary action. With the approval of the City Administrator, and if qualified to perform the duties of the lower-level position, an employee may be administratively demoted at his or her own request or as an alternative to layoff. Such demotions shall not be considered as disciplinary actions or to disqualify the employee involved from consideration for later advancement. Demotions, when used as an alternative to layoff, may be fully or partially rescinded at any time.

CHAPTER 3
COMPENSATION AND PERFORMANCE EVALUATIONS

3.01 PAY RATE

The City attempts to provide a competitive compensation and benefits program. Each employee is paid in accordance with duties and responsibilities. Periodic surveys of the labor market are conducted to maintain competitive pay.

Pay for City employees is set each year by the City Council in the City's operating budget. Employees will be paid in accordance with the City compensation plan approved by the City Council.

3.02 PAY SCHEDULE AND PROCEDURES

(a) All employees will be paid every two (2) weeks and will be paid on Fridays. When payday falls on a recognized holiday, employees will be paid the day before the holiday.

(b) Each employee shall submit a timesheet authorized by both the employee and his or her supervisor on the Tuesday morning following the end of the pay period. An explanation for any overtime that is worked will be provided on the time sheet and the supervisor will signify that the overtime was authorized. Any PTO authorizations which have not already been submitted for the pay period will be submitted with the employee's timesheet.

(c) Employees are encouraged to set up direct deposit. Pay will be issued through direct deposit or debit card.

3.03 WORK SCHEDULE

The City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week. Some of the provided services require that employees work hours other than the traditional Monday through Friday, eight (8) to five (5), work week. Management will prepare schedules at least two weeks ahead of time, unless something urgent or unforeseen arises, to provide employees an opportunity to re-arrange personal commitments to accommodate work schedules other than the traditional Monday through Friday, eight (8) to five (5), work week.

3.04 ON-CALL DUTY

Because the City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week, it is necessary that an employee be available to respond to trouble calls which may arise after normally scheduled working hours. To the extent possible, on-call duty will be divided among all properly trained field level employees. An on-call employee is authorized to trade on-call duties with another qualified employee. Employees serving as on-call for their department will receive an additional $20 per day plus additional pay for overtime worked. A minimum of two (2) hours pay shall be paid for responses to trouble calls after normally scheduled working hours. While on-call, an employee is not

required to stay home, but must:

(a) Keep his/her cell phone where it can be heard and answered, and

(b) Respond to any call which requires a response within thirty (30) minutes after receiving the call.

3.05 NON-SHIFT PAY

A non-exempt employee who does not qualify for overtime pay shall receive Non-Shift Pay at a rate of one and one half (1 ½) times the employee's regular pay when the employee works unscheduled hours and it is:

- A City Holiday;
- A weekend; or
- Between the hours of 7 p.m. or 6 a.m.

This Non-Shift Pay provision does not apply to scheduled or on-call hours.

3.06 OVERTIME

Non-exempt Employees.

All employees, except ~~s~~upervisors, police personnel and any other employees determined by the City Administrator to be exempt are eligible to receive overtime pay in accordance with the FLSA. When practical, overtime is to be avoided.

Except in emergency situations or extenuating circumstances, overtime must be allocated in the budget and pre-approved by an employee's supervisor. Overtime shall be allocated as evenly as possible among all employees qualified to perform the work. Overtime pay, at a rate of one and one half (1 ½) times the employee's regular pay, will be paid for all time actually worked over forty (40) hours per pay week unless such employees are exempt from overtime pay. All overtime work must be clearly reflected on the employee's time records before it is paid.

Exempt Employees.

Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a work week. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner. "Docking" an exempt employee's pay for a partial day's absence will be permitted only as authorized by law and approved by the Human Resources Manager.
It is the policy of the City not to make improper deductions from an exempt employee's pay. Any exempt employee who believes an improper pay deduction has been made, must immediately notify the Human Resources Manager. The City will promptly reimburse an

exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

Absent accrued paid leave time, an exempt employee will not be paid for any workweek in which no work was performed.

3.07 PERFORMANCE EVALUATION

The work performance of each regular employee shall be evaluated in accordance with appraisal procedures developed and approved by the City Administrator. An employee shall be evaluated at least annually. Special evaluations may be made if requested by the supervisor and approved by the City Administrator. Performance evaluation reports shall be on forms provided by the personnel office. All performance evaluation reports shall be permanently placed in the employee's personnel file. Employees shall be provided copies of their performance evaluation.

Performance evaluations are designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding pay increases, promotions, and retention of employees.

Evaluators shall individually discuss the evaluation results with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. An employee shall be provided an opportunity to provide a written response to an evaluation. To qualify to be attached to the evaluation and included in the employee's personnel file, the response must be submitted to the City's Human Resources Manager by the end of the third business day after an evaluator provides a copy of the evaluation to and reviews it with the employee.

3.08 MERIT INCREASES

As a reward for those employees demonstrating an evaluation rating of meets expectations, above expectations or exceeds expectations, pay increases may be proposed by supervisors and granted upon approval by the City Administrator in accordance with the compensation plan approved by the City Council and within the guidelines of the City budget. These merit increases are intended to reward outstanding personnel and as an inducement to motivate employees in their performance and productivity. Employees who received a below expectations evaluation rating will not be eligible for a merit pay increase.

3.09 LONGEVITY PAY

All longevity pay will be calculated based upon the anniversary date of continuous employment that falls during the calendar year in which the pay is calculated and paid. Longevity pay will be paid on December 1 of each year, or on the first working day following December 1.

Employees whose third-year anniversary of employment falls during the calendar year

preceding December 1st will receive three hundred dollars ($300.00).

Employees who have been continuously employed for longer than the three (3) years described above will receive an additional one hundred dollars ($100.00) for each additional year of continuous employment.

Longevity pay will be paid only to those employees who are on the active payroll on December 1st of each year.

3.10 INCENTIVE PAY

The City has adopted an Incentive Pay Program that provides incentive pay to employees who continue their education, increase their licensure or certification levels, obtain vocational / technical / trade skill sets, or complete other training to better serve the community, as evidenced through receipt of degrees and/or job-related certificates.

The Incentive Pay Program rewards employees who take the initiative to increase their job worth by gaining job-related knowledge, behaviors, and personal and professional skills to significantly enhance their value to their department and the City. Incentive pay is not considered an entitlement and cannot be awarded retroactively.

Degrees, licenses, or certificates received during a fiscal budget year will be rewarded with incentive pay during the first available pay period following verification by Human Resources and approval by the City Administrator. Employees may combine incentive pay programs, based upon eligibility and job applicability, toward the maximum allowed per fiscal year.

(a) Eligibility**.** Full-time regular employees who are regularly scheduled to work at least 40 hours per week are eligible to participate in the Incentive Pay Program. The City Administrator is not eligible for incentive pay.

(b) Eligible Programs**.** Education, licenses, and/or certifications that are considered as a minimum job requirement of a position, as determined by Human Resources, are not eligible for the Incentive Pay Program. Eligible employees qualifying for a program listed below shall, with the City's budget permitting, receive an adjustment to their base pay of $1,200 per year for each increase in educational attainment, licensing, or certification:

(1) Education - Educational incentives are available to eligible employees who have completed the course curriculum prescribed and obtained a degree from an accredited college or university. The following degrees may be eligible for the educational incentive:

i. Associate's Degree
ii. Bachelor's Degree
iii. Master's Degree

(2) Peace Officer License and/or Certification **-** Certain peace officer licenses and

certificate programs that are not considered a minimum job requirement of the position, as determined by Human Resources, shall be eligible for a pay adjustment.

i. Intermediate Peace Officer
ii. Advanced Peace Officer
iii. Master Peace Officer

(3) Water, Water Distribution, Wastewater Collection, Wastewater Plant, Municipal Court or other Municipal Licenses or Certifications (Such as Animal Control, Code Enforcement, or Texas Municipal Clerks Certification Program)

i. Class D/Level I
ii. Class C/Level II
iii. Level III

(4) Vocational / Technical / Trade License and/or Certification

i. Licensed / Registered
ii. Journeyman / Certified
iii. Master / Inspector

Combined incentive pay programs shall not exceed a maximum payment of $6,000 per year to any employee.

(c) Approval Process. Any degree, license, certificate, or other course of study that the employee believes is job-related should be discussed with the employee's Department Director for initial review for determination of job relevance. Upon completion, employees must provide appropriate documentation (i.e., official transcripts, diplomas, certificates, proof of license, and the like) of the education, license, or certification received, which is subject to verification. The department director will forward the relevant documentation to the City Administrator for final approval. The City Administrator has the discretion to determine the eligibility of any program for incentive pay.

(d) Program Administration. Individual departments, in coordination with Human Resources and the Finance Departments, are responsible for the overall administration of the Incentive Pay Program. Department heads must provide an employee Personnel Change Form, indicating the applicable Incentive Pay Program category to the City Administrator for approval, explaining the job-related value of the completed degree, certificate, or license to the employee's department and/or the City.

(e) A copy of the college transcript indicating the degree completed, the certificate, or the license will be attached to the Personnel Change Form (PCF), and must include the City Administrator's signature of approval. The PCF should indicate the incentive pay increase and current base pay rate for the employee's position to be processed using City prescribed procedures. A copy of all approved documents will be placed in

the employee's official personnel file.

Department heads, in coordination with the Finance Department, will be responsible for allocating funding for incentive pay payments made to employees within their respective departments/divisions. All incentive pay is subject to budget availability and may not be implemented until a subsequent budget period/year if adequate funding is not currently available.

(f) Revocation of Incentive Pay. Should an employee fail to maintain or lose a license or certification that was rewarded with an incentive pay increase, that pay increase may be revoked, subject to a review of the circumstance by the appropriate Department Head and the City Administrator.

(g) All employees who desire to attend training in their particular field shall sign a one (1) year agreement stating that upon completion of said training, the employee will remain with the City for at least one (1) year after training is completed. An employee who chooses to leave the City before completing the one (1) year commitment shall reimburse the City for the cost of the training received.

An employee who previously held a license or certification while employed by the City and failed to maintain or lost said license or certification shall not be eligible for incentive pay for re-acquiring said license or certification.

3.11 TERMINATION PAY

Employees who leave the service of the City shall receive all pay that may be due to them in accordance with the following:

(a) An employee will be paid for any hours worked and for any overtime compensation or compensatory time due;

(b) Only employees who have successfully completed their probationary period and first year of service shall be paid for earned unused PTO;

(c) An employee may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program, or they may choose to leave their funds invested until a later date;

(d) Any indebtedness to the City which the employee might have incurred shall be deducted from his or her final paycheck; and

(e) If any employee passes away while employed by the City, the City shall pay his or her designated beneficiary any unpaid pay, unpaid compensatory time or overtime, unused PTO time, and accumulated benefits (medical, dental, and vision).

CHAPTER 4 EMPLOYEE BENEFITS

4.01 HEALTHCARE INSURANCE

After having been employed by the City for two months, all full-time employees are provided with medical insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides for payment of hospitalization and major medical expenses up to the limits of the policy for illness and accidental injuries off the job. Each employee will be allowed a maximum of one thousand dollars ($1000) per month to be applied to medical, dental and vision insurance coverage for the employee and his or her family members. Additional coverage for other family members is at the option of and payable by the employee through payroll deductions at the prevailing rates. Any employee seeking additional coverage must provide proof of insurance to the HR Manager before receiving reimbursement.

4.02 LIFE INSURANCE

After having been employed by the City for two months, the City provides group life insurance coverage for all full-time employees. Coverage shall begin upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to employees is paid by the City. The provided life insurance is payable in the event of the death of an employee from any cause at any time or place while he or she is insured. Payment will be made to the beneficiary designated by the employee or estate.

4.03 WORKERS' COMPENSATION AND WAGE CONTINUATION BENEFITS

A. ELIGIBILITY FOR WORKERS' COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents or injuries occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs and other related expenses, to include possible partial salary continuation.

Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and/or injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

B. ACCIDENT AND INJURY REPORTING PROCEDURES

When an employee is injured on the job, the City's first priority is to ensure that the employee gets timely medical attention. The employee must immediately report the circumstances of the accident and/or injury to the supervisor who will direct the employee to seek medical treatment, if necessary, from the Approved Doctor List (ADL), as provided

by the Texas Department of Insurance and in compliance with the City's reporting requirements.

4.04 SOCIAL SECURITY AND MEDICARE

All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This government insurance program is financed by Social Security and Medicare taxes, which are paid through payroll deductions by the employee and matched by the City.

4.05 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program and the Federal Unemployment Tax Act (FUTA). This program provides payments for unemployed workers in certain circumstances as provided by law. The City pays an unemployment tax on behalf of each employee to finance this benefit.

4.06 RETIREMENT AND IN-SERVICE DEATH BENEFITS

The City is a member of the Texas Municipal Retirement System (TMRS). The purpose of this system is to provide a plan for the retirement and disability of employees of Texas municipalities. Participation in this system is compulsory for all full-time employees. Participation in the system begins upon employment with the City. The employee contributes seven percent (7%) of salary through payroll deductions into the retirement plan, with the City matching this amount on a two-to-one (2 to 1) basis.

In addition to the retirement plan, the City also provides an In-Service Death Benefit for its employees participating in the TMRS. This death benefit is payable to the designated beneficiary upon the death of the covered employee. The amount payable to the beneficiary is equal to the annual salary of the covered employee. This supplemental benefit is provided at no cost to the employee.

4.07 LONG TERM DISABILITY INSURANCE

All full-time employees are provided with long-term disability insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides monthly cash benefits to the employee if the employee becomes disabled for at least ninety (90) days. The cost of providing this insurance to the employee is paid by the City.

4.08 GROUP HEALTH CONTINUATION COVERAGE

COBRA is a federal law that requires employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee or family is responsible for paying for the cost of any such continuation coverage.

Employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct) or if an

employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when they become eligible for participation in the City's group health plan and again when a qualifying event occurs. For complete information on COBRA and the health plan, the employee should review the summary plan description or a copy of the full health plan at the Human Resource Manager's office.

4.09 MODIFIED DUTY ASSIGNMENTS

The City may modify duty assignments available to ill or injured employees who are temporarily or permanently unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another Department in the City. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's employment with the City; the employee's performance and disciplinary history.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may (1) lose the modified duty assignment, (2) be returned to leave status the employee had prior to obtaining the modified duty assignment, and (3) in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond 14 calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Human Resources Manager to the City Administrator. Only the City Administrator may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by the treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, Family Medical Leave Act (FMLA) or vacation benefits, if available.

An employee who is released for and offered modified duty by the City, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation, but may still be entitled to unpaid leave under the City's Family Medical Leave Act policy.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through the Human Resources Manager. The Human Resources Manager will work with the employee's department in making its decision whether modified duty work will be offered. Before returning to regular job duties following a modified duty assignment, the employee must provide a release from the physician to return to work, including any accommodation(s) or limitations on tasks that may be required, and coordinate the return through the Human Resources Manager.

CHAPTER 5
ABSENCES AND LEAVES

5.01 HOLIDAYS

The following official holidays will be observed (any additional time off from work or other holidays shall be approved by the City Council):

New Year's Day	January 1
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

In addition to the eleven (11) recognized holidays, employees receive one (1) floating holiday each calendar year. The Floating Holiday must be used by September 30th of each fiscal year. To be eligible, a new employee must complete six (6) months of service. The floating holiday must be approved by the supervisor and may not be used in less than 4-hour increments. Employees who leave employment with the City will not be paid for an unused floating holiday, nor may they schedule the floating holiday after their resignation has been submitted. Employees wishing to observe holidays other than the City's observed holidays may use the Floating Holiday or request PTO.

(a) All regular full-time employees shall be entitled to all paid holidays.
(b) As many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions.
(c) Anyone required to work on a holiday will be paid for the holiday, plus the hours that are actually worked during the holiday. Work performed on a City-designated holiday will be compensated at the rate of one-and-one-half times the employee's hourly rate whether or not the employee works more than 40 hours during the pay period.
(d) If a holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
(e) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued PTO.

5.02 PERSONAL TIME OFF

On the first working day of employment, all regular full-time employees shall begin to accrue personal time off (PTO) for their use during that calendar year. PTO may be used at the employee's discretion with prior approval of the supervisor.

(a) Upon completion of their three-month probationary period and during their first twelve (12) months of employment, new employees shall be granted forty-eight (48) hours PTO.
(b) Following twelve (12) months of continuous employment, all full-time employees, except temporary or seasonal employees, shall be eligible to take one hundred and forty-four (144) hours PTO that year.
(c) Following twenty-four (24) months of continuous employment, all full-time employees, except temporary or seasonal employees, shall be eligible to take one hundred and eighty-four (184) hours PTO per year.
(d) Following one hundred and twenty (120) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and twenty-four (224) hours PTO per year.
(e) Following one hundred and eighty (180) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and sixty-four (264) hours PTO per year.
(f) Two hundred and sixty-four (264) hours is the maximum PTO accumulation regardless of tenure.
(g) PTO may be accumulated up to two hundred and forty (240) hours into a PTO "Bank" to carry over from year to year. No more than two hundred and forty (240) hours PTO may carry over. Any accumulated PTO hours exceeding two hundred and forty (240) hours will be lost by the employee each year on the employee's anniversary of hire date. The City will compensate an employee for up to, but no more than, forty (40) PTO hours lost due to this provision at a rate of fifty percent of the value of the lost hours.
(h) Part-time, seasonal, and temporary employees are not eligible for PTO.
(i) Rules regarding PTO:
    (1) All regular full-time employees shall be eligible to take PTO when accumulated.
    (2) PTO shall be taken in minimum increments of 1 hour.
    (3) The work calendar will be considered by a supervisor prior to granting PTO requests for extended time off. NOTE: PTO requests may not be granted in some cases.
    (4) Employees who are laterally transferred, promoted, or demoted shall retain all accrued PTO.
    (5) PTO may not be transferred between employees.
    (6) An employee must give twenty-four (24) hours' notice to his/her Supervisor for scheduled time off.
    (7) An employee must give one (1) hour notice to his/her supervisor for unscheduled time off.
    (8) An employee must give five (5) workdays' notice to his/her Supervisor for time off exceeding three (3) days. A physician's release will be required if an employee is out for more than three (3) consecutive days without having received prior approval for the absence.
    (9) All PTO must be approved by an employee's supervisor in writing.
    (10) PTO shall not be sold back to the City, except as provided in (g) above.
    (11) Upon separation from the City, employees shall be compensated for

accrued PTO.

(12) PTO cannot be used during periods of unpaid leave for disciplinary action against an employee.

(13) When absence from employment exceeds the amount of PTO earned and authorized, the pay of an employee shall be discontinued until he or she returns to work.

5.03 BEREAVEMENT LEAVE

All regular full-time employees may be granted leave with pay to attend a funeral and handle the necessary family details in case of death in their immediate family or other relative living in the same household, limited to three (3) days per event. This leave will not be charged as PTO. Part-time, seasonal, and temporary employees may be granted days of leave without pay in such cases. Immediate family, for this purpose, shall be defined as an employee's husband, wife, son, daughter, grandchild, mother, father, mother-in-law, father-in-law, grandparents, brother, or sister.

5.04 JURY DUTY

The City encourages employees to do their "civic duty" if called for jury duty.

The City provides paid leave to regular full-time and regular part-time employees required to serve on jury duty or requested to testify as a witness by the City in a City-related civil, criminal, legislative, or administrative proceeding. Court appearances for testimony, investigation, and court preparation as a result of official duties as a City employee (e.g., police, fire, inspections, animal control, etc.) are compensated as actual hours worked and are not classified as paid leave. In all other cases, employees are required to schedule accrued vacation, holiday or compensatory leave; otherwise, a nonexempt employee's time off to testify will be considered a leave without pay.

The employee must provide documentation of the requirement for jury duty, subpoena compliance**,** etc., with the leave request. Employees provide the copy of the jury duty notice to their supervisor as soon as possible so that arrangements can be made to accommodate the absence.

An employee who is on jury duty typically must report for City duty for the remainder of the day upon completion of court or jury service, or request approval for use of other available paid time off. Any payment for jury duty received by the employee may be retained by the employee.

Jury duty leave is paid at the employee's base rate at the time of leave and does not include overtime or any other special forms of compensation.

5.05 MILITARY LEAVE

Full-time employees of the City who are members of the State Military Forces or members of any of the Reserve Components of the Armed Forces of the United States are entitled to leave of absence from their duties for up to fifteen (15) days in any one calendar year, without loss of vacation time or salary, to be used for all days during which they are

engaged in authorized training or duty. Requests for approval of military leave must be accompanied by copies of the relevant military orders. Military leave in excess of fifteen (15) days will be charged to vacation leave or leave without pay. Upon return from the training, the employee must furnish a statement from the commanding officer showing the military earnings while at camp. The statement will be forwarded to the payroll office so that the difference in weekly earnings and military pay may be paid to the employee. In the event the employee received full salary from the City in advance, military earnings while at camp will be deducted from a subsequent check.

Full-time employees of the City who enter active duty with the State Military Forces or with the Armed Forces of the United States are entitled to be restored to employment subject to the provisions of the law upon honorable release from active duty, provided an appropriate position is available.

5.06 ADMINISTRATIVE LEAVE WITH PAY

(a) Employees on duty on the date of any national, state, or local election and who are eligible to vote in such election shall be granted time off without loss of pay or benefits to exercise this right if they cannot reach their polling place outside of working hours before they close. Evidence of voter registration and voting may be required by the supervisor.

(b) Employees who make donations of blood without receiving compensation for it will be excused from duty without loss of pay or benefits. Employees will be excused for such time as is necessary to make blood donations and to recuperate, if needed. The excused absence will not exceed four (4) hours and will be authorized for only the day of the donation.

(c) The City Administrator may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, or civic function or meeting, or for purposes of coordinating with governmental and private agencies in the interest of the city.

5.07 AUTHORIZED LEAVE WITHOUT PAY

In circumstances not falling within other provisions of these rules, the City Administrator may authorize an employee to take leave without pay under mutually agreeable terms and conditions. Employees taking leave without pay shall not lose or gain seniority. All employee PTO and health benefits will remain in effect during periods of authorized leave without pay.

5.08 ABSENCE WITHOUT LEAVE

An employee failing to report to work or remain at work as scheduled without proper notification to his or her immediate supervisor and obtaining authorization or excuse has committed a serious offense and shall not be paid for the time involved. Absence without leave constitutes abandonment of duties and may result in severe discipline, up to and including discharge. In cases where the employee is discharged for absence without leave, the discharge shall be considered to be “not in good standing.”

5.09 DOCTOR'S RELEASE REQUIRED

An employee who has missed more than three days of work due to an illness, injury, surgical procedure, or some other medical condition, before returning to work, shall provide the City's Human Resources Manager with a doctor's release signed by the attending physician indicating the employee is fit to return to full duty. If the doctor releases an employee for "light duty," depending upon the qualifications associated with that "light duty" release and the normal demands of an employee's job, management will determine whether or not an employee will be allowed to return to work. If the employee is deemed temporarily unable to return to his/her regular job, and the City has a vacant position which could be fully performed under the "light duty" restrictions that have been imposed, and the employee is qualified to perform the duties of the vacant position, an accommodation may be made. The Cityhas no obligation to create a position for an employee who is unable to perform his/her normal job duties.

5.10 INCLEMENT WEATHER

The Public Works Director will check the City streets and inform the Mayor and City Administrator of the conditions of the streets, and the Mayor and the City Administrator shall make a final decision on whether or not the City offices shall have delayed opening or be closed all day due to inclement weather. Employees will be paid for hours closed due to inclement weather.

CHAPTER 6
EMPLOYEE CONDUCT

6.01 ATTENDANCE AND WORK HOURS

All employees are expected to report to work as scheduled and to work their scheduled hours and overtime, if necessary. Employees shall be at their place of work in accordance with the City and departmental policies and regulations. Supervisors shall establish work schedules and maintain daily employee attendance records.

Regular Work Hours

Non-exempt employees of the City typically work 40 hours in a seven-day workweek. Exempt employees may be required to work in excess of 40 hours in certain weeks. The typical workday begins at 8:00 a.m. and ends at 5:00 p.m., although employees in some departments may have different work schedules. In times of disaster or emergency, working hours shall be determined by the City Administrator.

Adjustment to Work Hours

At times, Department Directors may need to establish other operating hours for their departments, and work hours and work shifts may be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgment that changing shifts or work schedules may be required and indicates that the employee will be available to do such work.

Attendance Records.

Employees are expected to be at their workstations and ready to work at their scheduled start time. Employees are required to record the number of hours worked each day, as well as the time they arrived to work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day.

Attendance and Punctuality.

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Regular job attendance is an essential function of every job. Excessive absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify the supervisor by phone as soon as possible in advance of the anticipated tardiness or absence in accordance with departmental procedures. The employee must personally notify the supervisor on each day of absence for absences of a day or more unless the supervisor expressly waives this requirement. An employee who does not personally reach the supervisor by phone must leave a detailed message with the information described above. Should the employee have an illness/accident that prevents the employee from notifying the supervisor, a relative or friend should make the call.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action up to and including termination. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

6.02 WORK STANDARDS

It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in his or her work for the City. Supervisors shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee should become a problem, the employee's supervisor should point out the deficiencies at the time they are observed and take appropriate action. Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires it. Supervisors shall document such counseling in the employee's personnel file.

6.03 SAFETY

Each employee is required to adhere to all safety procedures set forth by the city, State, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate supervisors and to inform their supervisor of any on-the-job injury or accident. Supervisors shall be responsible for preparing and promulgating safety procedures applicable to all personnel and operations under their control.

6.04 POLITICAL ACTIVITIES

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

(a) Employees shall refrain from publicly using their positions for or against any candidate for public office in any jurisdiction.

(b) No employee, while on duty, shall take an active part in any political campaign of another person for an elective position of the City. The term "active part" means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about the candidates.

(c) Employees may not be required to contribute money, labor, time or any other valuable thing to any person for City election purposes.

(d) No employee may hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment, with or without remuneration. An employee considering accepting an appointment or running for office should consult, in advance, with the Human Resources Director.

6.05 SOLICITATION

Solicitation of contributions or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with express approval of the City Administrator. No employee may be required to make any contribution or may be penalized or rewarded in any way in connection with his or her employment according to his or her response to the solicitation.

6.06 OUTSIDE EMPLOYMENT

Although outside employment is not expressly prohibited by the City, employees who work other jobs on their own time must remember that their first responsibility is to the City. If a second job leads to excessive absenteeism, tardiness, conflicts with a department's regular or on-call duty schedule, or poor performance, the employee may be asked to choose between the two jobs. All employees with secondary employment, including self-employment, must report this on a form available in the (??) office. The Department Head shall determine if the outside work creates a conflict.

6.07 PERSONAL APPEARANCE AND DRESS CODE

As representatives of the City, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. Employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner appropriate to the particular job being performed.

City Dress Code

The City of Glen Rose wishes to provide a work environment that is free of safety hazards, and offensive behavior and harassment of any kind. The need for proper appearance from all staff is necessary.

The appearance standards required of employees will vary according to the nature and duties of their positions. No dress code can cover all contingencies, so employees must use a certain amount of judgment in their choice of clothing to wear to work. If an employee is uncertain about acceptable attire for work, he/she should ask his/her supervisor and/or department head. The following dress code guidelines are expected from all employees.

a) Clothing should be worn and fit in such a manner that it does not expose the abdomen, cleavage, back or buttocks areas.

b) Clothing needs to portray a professional image and should be free of sexually related references, nude or semi-nude pictures, profanity, offensive material or suggestions or promotions of illegal drug use, beer or tobacco.

c) Body piercing jewelry shall only be worn on the ear. Spacers, gauges and/or stretching the ear beyond a conventional piercing is not acceptable.

d) Tattoos, body art and/or branding on the skin shall not be visible on the face, neck or hands and shall not contain potentially offensive words, terms, logos, pictures, cartoons, or slogans.

e) Clothing should be in good repair, not to be excessively torn, worn, frayed, dirty or visibly patched and all seams must be finished.

f) The following clothing is not acceptable at any time: spandex, bare feet, tank tops or spaghetti strap tops, halter tops, beachwear, shorts, bib overalls or other form fitting pants, work-out attire, sexually provocative clothing, the observable lack of undergarments or exposed undergarments, flip-flops, or slippers, or distracting, offensive or revealing clothing.

g) Excessive makeup and/or excessive use of perfumes/colognes are unprofessional.

h) Hair should remain well-groomed and professional.

i) Facial hair for men is allowed and should be neatly trimmed.

City Office Business Attire Standards

Slacks and Pants: Slacks, pants and jeans should maintain a clean appearance with no holes, rips or similar damage that exposes skin. All employees who choose to wear jeans must abide by the business dress policy and maintain a professional appearance.

Skirts and Dresses: Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be appropriate in a business setting.

Shirts, Tops, Blouses and Jackets: Button-down shirts, dress shirts, blouses, polo-type shirts, golf shirts, sweaters, tops and turtlenecks are acceptable attire for work if they contribute to the appearance of a professional environment. Most suit jackets or sport coats are also acceptable for the office. Tank tops and similar bare-shoulder designs may only be worn when accompanied by a jacket, cardigan, or dress sweater. Special event, occasion, school or organization T-shirts may be worn when approved by the Department Head.

Shoes and Footwear: Shoes and footwear should provide sufficient design & support so as not to interfere with an employee's work. Conservative walking shoes, dress shoes, loafers, boots, flats, dress heels, dress sandals, and open-toe shoes are acceptable for work. Athletic shoes are permitted to be worn in the office; however, they must be conservative in color and design. Flip-flops, crocs and slippers are not acceptable in the office.

6.08 BREAKS

The City may allow rest breaks as authorized by an employee's immediate supervisor during each workday.

Rest Breaks
At the discretion of their supervisor, full-time employees may take up to two fifteen-minute paid breaks each day, one during the first part of the work day and the other during the latter part of the work day. Ideally, breaks should be taken between 10:00 – 10:30 a.m. and 3:00 – 3:30 p.m. Breaks will not be granted at the start of the work day, immediately before or after meal breaks, or immediately before the end of the work day. Rest breaks shall be taken at convenient times without leaving an employee's duties or telephone unattended.

Breaks may not be combined. Time spent on rest breaks will be compensated as hours worked. An employee is expected to be punctual in starting and ending breaks and may be subject to disciplinary action for tardiness.

Meal Breaks
Unless otherwise authorized by the employee's supervisor, employees who are expected to be available for duty between 8:00 a.m. and 5:00 p.m. (or similar) shall be provided with a one-hour unpaid meal break. Employees working more than six (6) consecutive hours in a day will be provided with a 30-minute unpaid meal break. The supervisor will determine the scheduling of employee meal periods to facilitate serving the public and permitting efficient department operations. Supervisors will provide employees with their specific meal periods' starting and ending times. Employees will be relieved from work responsibilities during unpaid meal breaks.

Lunch periods shall not exceed one (1) hour in length except for approved business lunches, in which case the employee shall return to work within a reasonable time upon completing the business lunch. City vehicles will not be allowed out of the City limits for employee lunch breaks.

Lactation Break
Nursing mothers will be provided with reasonable break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. Nursing mothers may be granted an additional break period in the morning and afternoon if needed. If an employee needs additional lactation break time -- beyond lunch and break times -- the employee will be granted the time. The employee and supervisor shall agree on a break schedule. A private room will be provided for nursing mothers to use.

Practices Not Permitted
The following practices are not permitted uses of rest breaks:

1. Combining two daily breaks into one thirty (30) minute rest break.
   Note: lactation needs may require combining two fifteen (15) breaks into one thirty (30) minute break.
2. "Banking" break period time from day to day.

3. Saving break period time to extend lunch periods or shorten the scheduled workday.
4. Requesting compensatory time off or overtime pay for work performed during break period time.

6.09 CONFLICT OF INTEREST

No employee of the City shall accept, directly or indirectly, any money, gift, favor, privilege, or employment having an aggregate monetary value in excess of twenty-five dollars ($25.00) from any person, firm, or corporation doing business with, or seeking to do business with the City during the employment of any employee except as may be authorized by ordinance or on behalf of the City and for its benefit. Under no circumstance shall cash or any instrument of cash having monetary value be accepted. No employee of the City shall in any manner participate in any discussion or decision having to do with the business done or sought to be done with the City by such person, firm, or corporation.

6.10 GENERAL DEPORTMENT

The attitude and deportment of a City employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City administration and its programs and policies.

6.11 HARASSMENT

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. Harassment is prohibited both during work hours and at any work sponsored social function or other event. Online harassment, including but not limited to harassment via social media, is strictly prohibited. City employees are also prohibited from engaging in unlawful harassment of other employees, citizens, vendors, and all other third parties.

All types of sexual harassment are prohibited, including harassment based upon pregnancy, sexual orientation, transgender status, and gender identity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, such as conditioning a raise in salary on the submission to sexual advances; or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, such as requiring a potential new hire to go out with a supervisor prior to extending a job offer; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, such as continuous sexually-explicit comments directed at an employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment does not require sexual attraction or interest. This policy prohibits sexual advances and requests for sexual favors, sexual jokes and innuendo; comments about bodies, sexual desirability or lack of desirability, sexual prowess, sexual preferences, sexual experiences or sexual deficiencies; leering, whistling, or touching; verbal abuse of a sexual nature, including insulting or obscene comments or gestures; gender stereotypes about women or men; display in the workplace of sexually suggestive objects or pictures, including nudity and pornography; and all inappropriate conduct of a sexual nature, whether it be physical, verbal or visual conduct.

Other Prohibited Harassment

In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

Prohibited conduct includes, but is not limited to, epithets, slurs and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited.

Harassment includes not only written or verbal comments, but any action over email, text message, or social media posting. This policy prohibits sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to e-mail, cell phone or other electronic devices, social media, and/or the Internet, such as YouTube and Facebook. Harassment of any nature, when based on race, religion, color, sex, sexual orientation, transgender status, pregnancy, national origin, age or disability, lactation of an infant, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

Mandatory Reporting.

The City requires that employees immediately report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to:

- the Department Director;
- the Human Resource Manager; or
- the City Administrator.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise the Department Director and/or the Human Resources Manager. A formal Complaint Form is available from the Human Resources Manager. Under this policy, an employee may report to and/or contact the Human Resources Manager directly, without regard to the employee's normal chain of command.

6.12 ARRESTS, CONFINEMENTS, AND INDICTMENTS

City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

Employee Notice of Felony and Misdemeanor Charges

Employees must immediately notify their supervisor and/or Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. Failure to report these events in a timely manner may result in immediate termination.

Employee Status after Alleged Violation of Law

At the time the employee's department is made aware of an employee's arrest and/or conviction, the Department Director shall consult with Human Resources to determine available options, which may include, but are not limited to:

1. Allowing the employee to return to regular duty with pay;
2. Allowing the employee to return to restricted duty with pay;
3. Placing the employee on paid administrative leave;
4. Placing the employee on unpaid administrative leave; or
5. Terminating the employee.

Employee Status after Adjudication of Criminal Matter

Upon resolution of a criminal matter, the Department Director will determine, in conjunction with the Human Resources Manager, the status of the employee who is not convicted nor pleads guilty to a crime. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on leave if available.

Disciplinary Action

Disciplinary action may be imposed even though an employee is found not guilty or if charges are dropped. Multiple violations of law or confinements within a prescribed time

period may also result in disciplinary action.

Violations of Law Discovered through Criminal History Check
The City may conduct criminal history checks on existing employees at any time during their employment, for any reason. Conduct constituting an offense, arrest, or conviction that is discovered may result in disciplinary action, up to and including termination.

6.13 USE OF CITY VEHICLES, EQUIPMENT, AND PROPERTY

The City attempts to provide employees with adequate tools, equipment, vehicles, and facilities for the job being performed. The City also requires all employees to observe safe work practices and lawful, careful, and courteous operation of vehicles and equipment. Any City-provided safety equipment must be used at all times.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cell phones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City and for items otherwise in their possession or control or used by them in performing their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment and authorizing a payroll deduction for the cost of lost, damaged, or unreturned items. In addition to payroll deductions, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc., appear damaged or defective or need repair. The appropriate supervisor can answer questions about an employee's responsibility for maintaining and caring for equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

Personal Use Prohibited.
City property, materials, supplies, tools, equipment, or vehicles may not be removed from the premises or used for personal business without prior written approval by the City Administrator or Department Director.

Tobacco Use Prohibited.
The use of all tobacco products of any kind, including smokeless electronic cigarettes, is prohibited at any time in City buildings, facilities, or vehicles, while using City equipment, and as otherwise directed. Employees may smoke outside of the building in designated smoking areas on their rest breaks. Smoke breaks which are excessive in frequency or length will be treated as an attendance issue.

Take Home Vehicles.
A City vehicle may be assigned to a position or employee when deemed necessary by the

City Administrator. To be eligible for assignment of a take-home vehicle, an employee must be subject to emergency call back during off-duty hours to locations other than the employee's normal workstation. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business, such as going to the bank, grocery store, etc., without prior written approval of the City Administrator. No alcoholic beverages are allowed in City vehicles. No passengers may be transported in take-home vehicles except as required by official duties.

Use of City Vehicles.

City-owned or leased vehicles may be used only for official City business. City-owned or leased vehicles may be driven only by authorized City employees. If an employee drives a personal vehicle or a City-owned, rented, or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

1. Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
2. Always observe all posted laws and speed limits.
3. Always wear seat belts when the vehicle is in operation.
4. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the City Administrator or Department Director.
5. No personal use of City-provided vehicles is allowed without the prior, specific approval of the City Administrator or Department Director.
6. All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
7. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
8. All drivers must be eligible for coverage under the City's insurance policy.
9. Drivers covered by Department of Transportation (DOT) regulations must comply with the DOT regulations at all times.

AT NO TIME MAY AN EMPLOYEE UNDER THE INFLUENCE OF ALCOHOL OR A PRESENCE IN THE SYSTEM OF ILLEGAL DRUGS DRIVE A CITY VEHICLE OR A PERSONAL VEHICLE WHILE CONDUCTING CITY BUSINESS.

Employees involved in an accident while operating a City vehicle or while operating a personal vehicle on City business must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, department director, and/or city administrator. Accident reports, along with any law enforcement report, must be filed by the employee with the department director and the director of human resources. Incidents shall be deemed "preventable" or "non-preventable." Any employee deemed responsible for a "preventable" incident may be subject to disciplinary action.

At any time, the City may check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver. Employees must cooperate in giving the City the authorization required for this purpose.

NOTE: The above is not a complete and exhaustive list of vehicle use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action.

Personal Property.
All employees shall be solely responsible for their personal property at all times.

6.14 DIGITAL RECORDINGS IN THE WORKPLACE

The City prohibits employees from covertly or secretly creating digital recordings of other employees unless conducted as part of a criminal investigation. A violation of this policy may result in disciplinary action up to and including termination of employment.

6.15 CELL PHONE USE IN THE WORKPLACE

The City recognizes that most employees bring cell phones to work. Cell phones may belong to the employee or be provided for the employee's use by the City. Except in emergencies, employees should not use a cell phone while operating a motor vehicle, including making and receiving phone calls and texting. When asked by the City, all employees must consent to a request to provide the City access to all City-issued cell phone and text message records. Employees using City-issued cell phones have no expectation of privacy in phone calls, pictures, or text messages on these phones. Limited personal use, as in an emergency, of a City-issued cell phone is permitted; however, the information contained on a City-issued phone may be subject to the public information act.

PUBLIC INFORMATION ACT

Records and information related to calls, text messages, pictures, and videos made and received on City-issued cell phones may be subject to disclosure in accordance with the Texas Public Information Act. This information includes, but is not limited to, telephone numbers called, length of calls, time and date of calls, text messages, pictures, videos, etc.

The City does not require employees to use personal devices for City business. Employees using such devices should remain aware that using personal devices on City business could potentially expose their personal records to public scrutiny or legal subpoena. In addition, texts used for business may become official records and must be saved according to the City's Record Retention Schedule, even when it is difficult to do so. Deleting a public document that should have been kept, including a text on a personal device, may constitute a Class A Misdemeanor. City employees should not use text messaging or calls

from personal devices to discuss work-related issues. City emails may be accessed from personnel devices.

MONITORING OF CELL PHONE CALLS

Employees should be aware that cell phone calls are not secure. Inadvertent monitoring of private cellular conversations is possible. Caution should be used whenever confidential or sensitive information must be discussed on a City-provided cell phone.

TELEPHONE CONTACT

(A) All supervisory personnel and service personnel must have a telephone number at which they can be reached during off-duty hours. This can be a cell phone or a land line telephone.

(B) No reimbursement shall be made to the employee for the City's use of an employee's private telephone to contact the employee regarding work-related matters.

(C) All employees must immediately notify supervision of any change in phone number(s), and provide a phone number for a secondary contact, i.e., spouse, parent.

6.16 SOCIAL MEDIA

A. Purpose

The use of social media presents an opportunity for the City to further its goals of creating a vibrant community for its citizens to live and work. The City has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes social media use policies, protocols, and procedures intended to mitigate associated risks from use of this technology, where possible.

B. Scope

This policy applies to all City officials, employees. All City and departmental social media accounts fall under the umbrella of the City's website. Social media accounts are linked to the website. This will make all public information distributed on social media sites cohesive with the digital "face" and "voice" of the City.

C. Definitions

1. "City-issued electronic or wireless communication device" includes an iPhone, iPad, laptop personal computer, MacBook computer, or any other device used to send and receive messages, electronic mail, and/or access the internet.
2. "City social media account" is the official social media account for the City as a whole that has been approved by the City Social Media Committee (the "Committee"), appointed by the City Administrator. Only one City social media account should exist on each social media site.
3. The "Committee" of five (5) shall consist of the Mayor or his/her designee from City Council, two staff employees, the City Secretary and the City Administrator.
4. "Departmental social media accounts" are the social media accounts approved by the Committee for use by a specific City department.

5. "Social Media Site" means a third party platform that allows for creation of social media content between users. Examples include Facebook, Twitter, LinkedIn, and Instagram.
6. "Social media content" includes information, images, or photographs posted.

D. Acceptable Use

Employees creating, maintaining, or posting social media content on a City social media account must at all times conduct themselves as representatives of the City and follow Employment Policies and Procedures, as well as other departmental rules or directives. Employees should follow these guiding principles when posting social media content:

1. Use correct grammar and spelling,
2. Write and post only about the employee's area of expertise,
3. Keep postings factual and accurate (advocating for certain elections may result in criminal prosecution),
4. Reply to comments in a timely manner, when a response is appropriate,
5. Understand that postings are widely accessible, not retractable, and content should be carefully considered before posting,
6. Refrain from posting social media content that is considered private or confidential,
7. Never comment on anything related to legal matters, litigation, or an investigation without approval from the City Attorney; and
8. Refrain from expressing personal opinions or positions regarding political campaigns, religion, or practices of other public or private agencies.

Non-exempt employees who maintain or post content on City or departmental social media accounts shall work on the City or departmental social media accounts only during normal office hours unless specifically pre-approved in writing by the employee's supervisor.

E. Account Management

1. No employee or City representative may create or maintain a social media account that purports or appears to be a City social media account without the permission of that employee's department director and the Committee.
2. All City and departmental social media accounts will be created by the Committee. Employees of each department that the page represents will be assigned to manage the page content as editors. No individual will be administrator of a City or departmental social media page.

6.17 MANAGEMENT AUTHORITY

General and final authority for personnel administration rests with the City Administrator, with the exception of matters reserved to the City Council by State law.

Management Authority.

The City may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. The issuance of these policies and procedures does not constitute a contract between the City and its employees for any duration of employment. City Ordinances and Resolutions do not constitute a contract between the City and its employees. There is no specified length of employment, and either the City or the employee can terminate the employment relationship at any time, for any reason.

Policy administration rests with City management and City management reserves sole authority to interpret and administer City operations.

Departmental Policy and Procedural Requirements.
Individual City departments may develop policies and procedures that are consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals, do not need to be reviewed and approved by the Human Resources Manager or other appropriate departments. All others, however, are subject to approval by the appropriate City department. All employment related department policies must be reviewed by the Director of Human Resources. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy.

Miscellaneous.

Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise restricted by proper authority, or prohibited by State and/or Federal law.

Only the City Administrator/City Council has the authority to enter into an employment agreement, promise, or commitment contrary to these policies and procedures, and all such agreements, promises, and/or commitments entered into by the City Administrator/City Council must be contained in an express written employment contract signed by both the City Administrator and the affected employee.

The City Administrator may delegate rights and powers granted under these policies and procedures to others as deemed appropriate in the City Administrator's sole discretion.

CHAPTER 7
DISCIPLINE, APPEALS, AND GRIEVANCES

7.01 WORK ETHIC AND DISCIPLINARY POLICY

The City expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner. Employees are also expected to comply with all rules, regulations and policies pertaining to job performance standards and personal conduct on the job. If an employee fails to perform satisfactorily or if his or her personal conduct is unacceptable, disciplinary action may be taken.

The City will attempt to review and resolve all employee problems as promptly and equitably as possible and at the lowest possible organization/supervisory level.

7.02 GROUNDS FOR DISCIPLINARY ACTION

The City Administrator may take disciplinary action against an employee for any of the following:

1. Illegal, unethical, abusive, or unsafe acts.
2. Violation of City rules, regulations, policies or procedures.
3. Insubordination.
4. Leave under false pretenses.
5. Incompetence.
6. Neglect of duties.
7. Theft.
8. Participating in prohibited political activities.
9. Unauthorized soliciting while on duty.
10. Excessive or unauthorized absenteeism or tardiness.
11. Failure to conduct himself/herself in a courteous and proper manner while on duty.
12. Falsification of official documents or records.
13. Unauthorized use or disclosure of confidential information.
14. Unauthorized or improper use of official authority.
15. Possession, use or being under the influence of drugs, not prescribed by a physician, while on duty, or alcoholic beverages.
16. Damaging City equipment, tools, machines, and/or property.
17. Wasting materials and supplies.
18. Carelessness, recklessness, and/or engaging in horseplay.
19. Immoral conduct or indecency.
20. Abuse of illness, injury, disability leave, or other benefits.
21. Any threat or physical attack on a supervisor, co-worker or citizen.
22. Failure to properly document time and attendance records.
23. Sexual or other harassment.

This list is not intended to be all-inclusive.

7.03 DISCIPLINARY ACTION

Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action may include written reprimand, suspension, reduction in pay, demotion, and dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the exact circumstances. An employee may be formally warned at any time that he or she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands. Informal disciplinary action shall be documented in the employee's official personnel file.

An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

7.04 TYPES OF DISCIPLINARY ACTION

The following are disciplinary steps in situations requiring action:

Verbal Warnings with records of each warning being noted in the employee's personnel file.

Written Reprimands, Supervisor must transmit through the City Administrator before placement in the employee's personnel file.

Suspension Without Pay, Reduction in Pay, Demotion, or Dismissal

7.05 WRITTEN REPRIMAND

A copy of the written reprimand shall be kept in the employee's official personnel file.

7.06 SUSPENSION

The suspension shall be permanently noted in the employee's official personnel file.

7.07 REDUCTION IN PAY

In the interest of good discipline, an employee's pay may be reduced. A notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

7.08 DISCIPLINARY DEMOTION AND DISMISSAL

In the interest of good discipline, an employee may be demoted. A notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

7.09 APPEALS OF DISCIPLINARY ACTION

An employee may appeal any disciplinary action taken against him or her by following the appeal procedures as outlined below.

Phase 1 Appeal - Department Head

Within three (3) working days following the supervisor's initiation of disciplinary action, the employee shall submit his or her appeal in writing in a sealed envelope to the HR Manager to be date and time stamped, and logged in. The Human Resources Manager shall present a copy of the appeal to the employee's Department Head, who then shall hear the matter from the employee who is appealing.

The Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the appeal within three (3) working days of the initial meeting.

Phase 2 Appeal - City Administrator

Within three (3) working days from the receipt of the Department Head's "step 1" written response, the employee shall have the right to appeal the decision to the City Administrator. Upon written request of the employee, the Human Resources Manager shall present a copy of the appeal and the Department Head's "phase 1" written response to the City Administrator, who then shall hear the matter from the employee who is appealing.

The City Administrator shall provide the employee and Human Resources Manager with a "phase 2" written response to the appeal within three (3) working days of this meeting.

Appeal Hearing Format

The format for the appeal hearing allows both parties adequate time to present without interruption and also time for the City Council to ask relevant questions.

During the hearing, the employee will make the first presentation and discuss the appeal. The employee shall be allowed to appear before the Mayor and City Council with representation of his or her choice, if desired. The supervisor, Department Head and City Administrator will then make a presentation concerning the appeal.

The Mayor and City Council will then review and discuss the information that has been presented by all parties in executive session.. The City Administrator shall issue a final determination of the case, which shall be final.

7.10 GRIEVANCE

All employees have the right to take a job-related complaint, problem or grievance to their immediate supervisor. The employee may communicate with the supervisor either orally

or in writing. Following discussion of the grievance with his or her supervisor, if an employee still remains dissatisfied with the resolution of his/her grievance, the employee may move the grievance to successively higher levels of management. Supervisory personnel or Department Heads will make all reasonable effort to achieve rapid, satisfactory, and productive resolution of problems, complaints, and grievances.

Definition of Grievance
A grievance is an employee's written statement that the supervisor is improperly or prejudicially applying or failing to apply the personnel rules, regulations and/or procedures of the City. An employee may also file a grievance against another employee. The grievance procedure provides a standard process for speedy investigation and resolution of employee complaints.

Phase 1 Grievances - Supervisors and Department Heads
Within five (5) working days after the cause of the grievance arises or becomes known to the employee, the employee shall submit his or her grievance in writing and in a sealed envelope to the Human Resources Manager. The Human Resources Manager shall present a copy of the written grievance to the employee's supervisor.

The supervisor shall study the grievance and attempt to resolve it within ten (10) working days. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the supervisor shall refer it with comments and/or recommendations to the Department Head. If the employee's supervisor fails to resolve or refer a grievance within ten (10) working days, the employee has three (3) working days to present the grievance directly to the Department Head.

The Department Head shall study the grievance and attempt to resolve it within ten (10) working days as outlined above. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the grievance.

Phase 2 Grievances - City Administrator
Within ten (10) working days from the Department Head's "phase 1" written response or non-response, the employee shall have the right to present the grievance directly to the City Administrator. Upon written request by the employee, the Human Resources Manager shall present a copy of the grievance, any comments and/or recommendations of the employee's supervisor and the Department Head's phase 1 written response to the City Administrator, who then shall review the documents and issue a decision.
If the grievance cannot be resolved to the satisfaction of both parties following the City Administrator's review, the City Administrator shall provide the employee with a "phase 2" written response to the grievance.

CHAPTER 8
NON-DISCIPLINARY TERMINATIONS

8.01 RESIGNATION

An employee may leave the employment with the City in "good standing" by submitting a written and signed two (2) week notice to the Human Resources Manager. The personnel records of any employee who resigned by giving proper notice shall show that the employee resigned of his or her own accord.

If for three (3) consecutive days an employee fails to report for duty or remain at work as scheduled without proper notification, authorization, or excuse his or her position with the City of Glen Rose will be considered abandoned which constitutes an employee's resignation. Resignation under these conditions will not be considered a resignation but will be noted as job abandonment.

8.02 LAYOFF

An employee may be laid off because of changes in duties, organizational changes, lack of work, or budget cutbacks. Whenever possible, an employee laid off from one City department shall be transferred to a suitable position elsewhere, provided the employee has the appropriate qualifications and job skills depending on the City's budget and workforce needs. Whenever possible, at least two (2) weeks' notice shall be given to an employee prior to a layoff. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency. Temporary employees shall be laid off before regular employees performing similar duties. A layoff shall not be considered a disciplinary action. Employees laid off may be recalled to their job or another similar job if they meet the minimum job requirements and qualifications.

8.03 INCAPACITY

An employee may be terminated for medical reasons when the employee no longer meets the standards of fitness required for the position and there is no way of accommodating the employee's limitations. A finding of incapacity shall be based upon an individual medical determination by a competent physician determined by the City Administrator. Termination for incapacity shall not be considered disciplinary action and shall not operate to deny any employee payment for sick leave and/or other benefits.

8.04 RETIREMENT

Eligible employees may elect to retire from the City service in accordance with applicable retirement programs. Employees seeking information on retirement should consult with the Human Resources Director.

CHAPTER 9 PERSONNEL
RECORDS

9.01 PERSONNEL RECORDS MAINTENANCE

(a) Custodian designated. The personnel records of all City employees shall be kept in the custody of the Human Resource Manager.

(b) Employee access. An employee may inspect his/her personnel file, under appropriate supervision, and if any information is believed to be incorrect, the employee may submit a written request to change the information to the Human Resource Manager. If the request is granted, the Human Resource Manager will make the change in the presence of the employee. If the request is denied, the employee may place a statement of disagreement in the file.

(c) Other access. On an "as needed" basis, an employee's personnel file may be reviewed by designated administrative staff. The City Secretary may release personal data which is a matter of public record, including the employee's name, positions held, salary range, and dates employed after receiving the proper Open Records Request.

(d) Privacy protections. Personal data, which is not a matter of public record, may be released only upon written authorization from the employee, unless applicable law requires disclosure. A current or former employee, within fourteen days after being employed or after terminating the employment relationship, may in writing elect to have his address, telephone number, social security number, and family information withheld from public release.

(e) Confidentiality of medical information. The City maintains a separate medical file for each employee in the Human Resource Manager's office. The Human Resource Manager maintains these confidential medical files.

Documents that may be provided to the City by an employee or the employee's health care provider, and maintained in the confidential medical file, include:

- justifying an absence;
- requesting a leave;
- verifying the employee's ability to return to work;
- medical records supporting a claim for sick pay or disability benefits;
- insurance records;
- workers' compensation records; and
- medical history records

The City does not request genetic information from an applicant, employee, or healthcare provider.

Medical records are confidential but confidentiality may be waived when the employee provides medical information to the supervisor or the Human Resource Manager. When an employee provides information to the supervisor, the supervisor is expected to share the information only on an "as needed" basis with other members of management.

Employees must also respect the privacy and confidentiality of other coworkers' medical information.

9.02 STATUS CHANGES OR NEW HIRES

Supervisors shall submit to the City Administrator recommended changes in the personnel status of employees or requests to hire new employees prior to making any commitments to either existing employees or prospective new hires.

CHAPTER 10 VEHICLE POLICY

10.01 PURPOSE OF VEHICLE POLICY

The purpose of these vehicle policies is to provide for the safe and effective utilization of the City vehicle fleet through rules, regulations, and procedures.

10.02 APPLICABILITY

These policies shall apply to all City-owned vehicles and persons assigned a vehicle, inclusive of operators and passengers.

10.03 TAKE-HOME VEHICLES

1. Purpose: City employees are not eligible for take-home vehicles. Only under emergency circumstances may a City employee be allowed to take home a City vehicle and then only with prior approval by the City Administrator.
2. Eligibility: An employee must be subject to emergency call-back during off-duty hours to locations other than the employee's normal workstation in order to be eligible for a take-home vehicle. Emergencies shall include but not limited to a county or City-wide disasters, major circumstances caused by extreme weather conditions i.e., significant flooding events, major snow or ice storms, tornado causing extreme damage to City property, or other incidents that would place the City or its citizens in extreme danger.
3. Requirements: Take-home vehicles are authorized subject to the following requirements:
    a. Emergency circumstances and then only at the discretion of the City Administrator or Mayor if the City Administrator is unavailable.
    b. By the very nature of their functions, the Police Department and the Public Works Director are exceptions to this policy as long as their residences are located within the City or no more than 5 miles from the City. If a City vehicle is taken home under this provision, it shall be used only for City business.

10.04 VEHICLE LOGS

It will be the responsibility of each operator of a city vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas or lubricant applications, or any other documentation which may be required from time to time.

CHAPTER 11
PROFESSIONAL TRAINING

11.01 PURPOSE

Professional training is a beneficial, and sometimes necessary, part of the City's operations. Accordingly, in its annual budget the City may designate funds for training and for travel expenses sometimes associated with training. This policy ensures that expenditures for training serve the best interests of the City, its various departments, and its citizens.

11.02 CRITERIA

1. Expenditures for training and travel shall be limited to the amounts included in the annual budget.
2. Departmental training and travel funds shall be reserved solely for the use of employees assigned to that Department.
3. All requests for training and travel funds shall be (1) submitted in writing; (2) be originated or approved by an employee's immediate supervisor; (3) submitted to the department head for approval; (4) submitted to the City Administrator for final approval before any funds may be expended. A description of the training being sought and the reason the training is being sought shall be included in the request.
4. Employees are encouraged to submit requests for training funds early in the budget year to allow management an opportunity to weigh competing requests for the funds that are available.
5. Unless otherwise approved by the City Council, when training funds are requested, the training to be acquired must be related to the duties included in an employee's job description.

11.03 CROSS TRAINING

6. Should a department head or the city administrator believe it would be beneficial for the City to provide an employee with training outside of the employee's job description, the request for training funds must be submitted to the City Administrator for approval before any funds may be expended.
7. This policy is not intended to limit in-house cross training.

CHAPTER 12
DRUG FREE WORKPLACE POLICY

12.01 PURPOSE

The City provides a drug free and alcohol-free workplace that fosters safety and productivity. To further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

12.02 GENERAL POLICY STATEMENT

To maintain a drug free workplace, the City prohibits the unlawful manufacture, distribution, dispensing, possession, sale, purchase, use or presence of illegal drugs, alcoholic beverages, or drug paraphernalia during working hours, in the workplace, or in a City vehicle.

12.03 APPLICATION OF POLICY

This policy applies to all City employees regardless of rank or position and includes temporary and part-time employees.

12.04 PRE-EMPLOYMENT SCREENING

1. **Test Required.** Individuals who seek employment with the City for a position that has been identified as a safety or security-sensitive position will be required to submit to pre-employment drug and alcohol tests. All such tests will be conducted under the supervision of the City's designated physician or testing facility.
2. **Positive Test.** An applicant with a confirmed positive test for alcohol, or for any drug, legal or illegal, for which he or she does not have a valid medical prescription, will not be considered for employment. The applicant may be considered for employment and re-testing after a period of twelve (12) months.
3. **Consent.** All job applicants for positions that have been identified as safety or security sensitive positions will be required to sign a consent form authorizing pre-employment drug and alcohol testing and the use of test results in employment decisions. Applicants who refuse to sign the consent form will not be considered for employment.

12.05 REASONABLE SUSPICION TESTING OF CURRENT EMPLOYEES

1. Test required. When a department head has a reasonable suspicion that an employee, at work or when reporting to work, appears to be under the influence of alcohol or illegal drugs, or is otherwise impaired and therefore may be impaired or unfit for duty, the employee will be required to consent to a drug and alcohol test.
2. Reasonable suspicion. Circumstances which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:
   (a) Direct observation of drug or alcohol use or possession.
   (b) Possession of drug paraphernalia.
   (c) Observation of physical symptoms of drug or alcohol use, such as slurred speech, red watery eyes, dilated pupils, drowsiness, or sleeping.
   (d) Sudden, unexplained personality changes, drastic mood swings, or changes in

personal habits, including inattention to personal hygiene or frequently borrowing money.

(e) Documented deterioration of an employee's job performance, which may include excessive absenteeism or tardiness.

(f) Information provided by a reliable or credible source which is independently corroborated.

(g) Arrest or conviction for drug or alcohol related offense on or off the job, or the identification of an employee as the focus of a criminal investigation into illegal drug use, possession, or trafficking.

3. Reasons for reasonable suspicion testing shall be documented by the Supervisor. In establishing a basis for reasonable suspicion, the supervisor will interview the employee about possible causes for the observed behavior and will describe the incident in writing. This documents the circumstances leading to the conclusion that a test for the presence of an illegal drug or alcohol is warranted.
4. Review of documentation. Once the initial interview and written description has been completed, the supervisor must contact the City Administrator or his designee for a review of the documentation. The City Administrator must concur with the supervisor's recommendation before a drug and alcohol test is performed. Outside of regular working hours, or if the City Administrator is not available, a supervisor may order an employee to submit to an immediate drug and alcohol test. The City Administrator must be notified of the testing at the earliest opportunity, and all records relating to the incident will be maintained by the Human Resources Department.

12.06 CONDUCTING DRUG AND ALCOHOL TESTS

1. Consent form. Employees required to submit to a drug or alcohol test will be required to sign a consent form provided by the Human Resources Director. Refusal to sign the consent form shall be considered a refusal to take a drug or alcohol test.
2. Testing facility. All drug and alcohol tests will be conducted under the supervision of the City's designated physician or testing facility. Testing will be performed using a specimen of urine, other bodily fluid, hair, or any other matter suitable for testing. Collection of specimens, delivery of specimens to a laboratory, and laboratory testing will be conducted in accordance with relevant security-related provisions of the Mandatory guidelines for Federal Workplace Drug Testing Programs (also known as the "NIDA" rules).
3. Prescription medicine. In the event a positive finding may have been caused by the use of a prescribed medication, the employee will be given the opportunity to confer with the supervising physician, and to present a current prescription for a medication that caused the positive test result. If the physician finds the prescribed medication to be the legitimate cause of the test result, the overall test results will be reported to the City as "negative," and the person shall not be subject to any adverse action.
4. Re-testing. An employee or applicant who tests "positive" using the GS/MS method may request a re-test of the original sample at the employee's own expense. An

employee's request for a re-test must be made in writing to the department head within three (3) working days of receipt of the test results. Applicants must submit a written request for re-testing to the City Administrator or his designee within three (3) working days of receipt of the test results. Re-testing may be performed by the same laboratory or by a second laboratory that meets certification by the National Institute on Drug Abuse (NIDA) and which has been accredited as a forensic urine drug testing laboratory by the College of American Pathologists.

12.07 CONSEQUENCES OF REFUSING TEST OR TESTING POSITIVE

1. Positive test. Any current employee who tests positive for the presence of illegal drugs or alcohol in a reasonable suspicion of post-accident drug and alcohol test shall be subject to discipline, including dismissal.
2. Refusal. Employees who refuse to submit to a drug and alcohol test required pursuant to this Chapter shall be subject to discipline, including dismissal.

12.08 SELF-DECLARATION AS A SUBSTANCE ABUSER

1. Participation in City Employee Assistance Program (EAP)**.** Any employee may identify himself or herself at any time as an abuser of drugs or alcohol and voluntarily through a recognized treatment program approved by the City, seek counseling and rehabilitation. In these instances, the employee will be permitted the use of available leave. Employees undergoing treatment will be required to authorize disclosure of their progress in treatment to the City Administrator or his designee. Employees who fail to actively participate in and comply with the rules of the rehabilitation program will be subject to immediate revocation of their leave and dismissal from employment.
2. A self-declaration may not be used to avoid drug or alcohol testing should the employee be suspected of working under the influence of drugs. This section is not intended to provide a means for an employee to avoid any required drug and alcohol testing. Once the process of establishing a reasonable suspicion has been initiated, or an accident or injury has occurred, an employee may not seek treatment in an effort to avoid testing and possible disciplinary action, including dismissal.

12.09 DRUG OR ALCOHOL CONVICTIONS

1. Notification required**.** Any employee who is convicted of any criminal activity involving the illegal use of drugs or alcohol must notify his or her supervisor no later than one (1) day after a conviction. Failure to do so may result in disciplinary action, including dismissal.
2. Conviction of drug or alcohol use during working hours. Employees who plead guilty or nolo contendere to a violation of criminal drug and alcohol statutes which occurred during working hours shall be dismissed from employment.
3. Other convictions. Except as provided by Subsection (b), employees who are convicted under any drug or alcohol statute may be allowed to remain employed by the City depending on the circumstances of their arrest or conviction and the nature of their position with the City. Continued employment with the City will be contingent upon the employee's active participation in a recognized treatment

program and the employee's work performance. Any convicted employee who is allowed to remain employed will be subject to periodic testing as provided in Sections 13.05 and 13.11.

12.10 EMPLOYEE ASSISTANCE

1. Referral. The City will provide employees with referral for assistance in resolving or accessing treatment for addiction to or dependence on, illegal drugs or alcohol. The cost of treatment, counseling or rehabilitation resulting from referral will be the responsibility of the employee. The City's group health plan may provide benefits for substance abuse treatment.
2. Leave for treatment. Employee assistance activities, such as referral appointments, will require the employee to use PTO.

12.11 FOLLOW-UP TESTING OF KNOWN SUBSTANCE ABUSER

Employees who have completed a drug or alcohol rehabilitation program will be subject to periodic unscheduled testing for a period of two (2) years after completion of the program. Employees who successfully complete treatment for use of drugs or alcohol and subsequently are found during working hours to be in possession of or under the influence of alcohol or drugs, or who test positive at any time will be dismissed.

12.12 DISCLOSURE OF PRESCRIPTION OR OVER-THE-COUNTER DRUG USE

1. Notification required. The City recognizes that employees may from time to time need to take prescription or over-the-counter medications. The employee is required to notify his or her supervisor prior to reporting for duty if the employee's performance is compromised or diminished from use of prescription or over-the-counter drugs. It is the responsibility of employees to request reassignment to other duties, if needed, for the duration of impairment, or to request the use of available leave.

2. Failure to notify. Employees who fail to notify their supervisor of such impairment, and who continue to work, may be required to take available leave, or to perform other assignments, and may be subject to disciplinary action if supervisory intervention is required.

12.13 EMPLOYEES ON STAND-BY OR SUBJECT TO CALL-BACK

Employees who are designated for "on-call status" are expected to be free of illegal drugs, and available to report to work for the duration of their on-call status. "On-call" employees who fail to report to a call to duty, or who report for duty under the influence of drugs or alcohol, may be subject to drug and alcohol testing and discipline, including dismissal.

12.14 OFF-DUTY CONDUCT

The City reserves the right to take disciplinary action, up to and including dismissal, in the event that an employee's off-duty involvement with illegal drugs or alcohol is damaging to the City's reputation or business or interferes with the employee's job duties.

12.15 SEARCHES

When reasonable suspicion exists, the City reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including but not limited to lockers, desks, file cabinets, and City vehicles. All such searches must be authorized and conducted under the direction of the City Administrator, and the grounds for suspicion must be described in writing prior to the search. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, including dismissal.

CHAPTER 13
CONFIDENTIAL AND PROPRIETARY INFORMATION POLICY

13.01 SCOPE

This policy affects all City employees who may have access to confidential information. Employees may have various levels of authorized access to confidential, proprietary information.

13.02 TYPES OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Confidential and proprietary information is secret, valuable, and often can be easily replicated and transmitted. Common examples of confidential information are:

(a) Unpublished financial information.
(b) Data of Customers/Partners/Vendors.
(c) Customer and Vendor lists and contact information.
(d) Data entrusted to the City by external parties.
(e) Passwords or combinations.
(f) Documents and processes explicitly marked as confidential.

13.03 EMPLOYEES' HANDLING OF CONFIDENTIAL INFORMATION

(a) Lock or secure confidential information at all times.
(b) Turn confidential documents over to the City Secretary when they are no longer needed.
(c) Make sure to view confidential information only on secure devices.
(d) Disclose confidential information only to other employees, officials, board members, contractors, and volunteers when it is necessary for City business.
(e) Keep confidential documents inside City premises and on City devices unless it is absolutely necessary to do otherwise and then, only after proper authorization has been obtained.
(f) Transfer all files, documents, papers, flash drives, electronic media, passwords and combinations, vendor and contact lists or any other municipal information or material in the employee's possession to the supervisor and delete any City information from all personal devices before leaving City employment.

13.04 WHAT EMPLOYEES SHOULD NOT DO

(a) Use confidential or proprietary information for any personal benefit or profit.
(b) Make copies of confidential documents and files for personal use or store them on unsecured or personal devices.
(c) Disclose confidential information to any person, including relatives, friends, and business and professional associates outside of the City for any unofficial or unauthorized purposes whatsoever.
(d) Publish confidential information on social media or in print or by any other means whatsoever.

13.05 CONSEQUENCES FOR VIOLATIONS

(a) Employees who do not adhere to this Confidential Information Policy may face disciplinary and, possibly, legal action.

(b) The City will investigate every breach of this policy. Any employee who willfully breaches the City's confidentiality guidelines for personal profit will be terminated. Any unintentional breach of this policy--depending on its frequency and seriousness--will result in discipline, up to and including termination.

(c) The obligation to guard the City's confidential and proprietary information continues after an individual's employment relationship with the City has ended.

CHAPTER 14
TUITION ASSISTANCE

14.01 PURPOSE

The Tuition Assistance Program promotes the City's goals of improving customer service and investing in the workforce. When the City budget permits, the City provides financial assistance to employees who take job-related, City career enhancing credit courses at accredited, degree-granting schools and institutions of higher learning, and trade school training. The Tuition Assistance Program does not provide assistance for staff development training or continuing education.

14.02 GENERAL INFORMATION

1. The program is available to regular, full-time employees to improve qualifications in their present position and to prepare them for more responsibility with the City of Glen Rose. This policy does not apply to employees in their new-hire probationary period or when subject to disciplinary probation.
2. The City will reimburse specific expenses for college-level education courses, GED preparation, and certifications that provide additional expertise to City employees. This policy does not cover classes, certificates or licenses that are required by the employee's present position. These types of expenses should be covered by the Department's training budget, at the Department Head's discretion.
3. This policy is not an expressed or implied guarantee of benefits. All requests for reimbursement made through the Tuition Assistance Program will be considered on a first come first serve basis. Initial payment and continuation of such benefits is dependent upon budget funding availability and class approval.
4. Tuition assistance benefits may be temporarily suspended or permanently terminated at any time, upon the determination of the City Administrator, based on the availability of funding.
5. Employees are not guaranteed additional salary consideration or promotion for the completion of courses paid for by the City of Glen Rose.

14.03 DEFINITIONS

1. A course or educational program is a class of instruction taught at or by an accredited college, university, or trade school recognized by one of the accrediting agencies listed below.
2. A tuition assistance participant must be an eligible full-time employee who has submitted a Tuition Reimbursement Application and been approved per Section 15.07.

14.04 ELIGIBILITY REQUIREMENTS

1. The benefit is available to regular, full-time employees who have completed the probationary period and have no recorded policy violations within one hundred eighty (180) days prior to the beginning of the class(es) for which reimbursement is being sought.
2. Employees may apply for Tuition Assistance prior to the expiration of the

probationary period, so long as the first day of class does not occur prior to the employee's one (1) year anniversary.

3. An employee must sign a formal agreement, in which the employee agrees to remain employed by the City of Glen Rose for two (2) years from the date of reimbursement, or the employee will be responsible for reimbursing all Tuition Assistance funds to the City.

14.05 PROCEDURES/RULES

1. The City Administrator will make the final decision regarding tuition reimbursement for any situation not addressed within this policy.
2. All courses reimbursed under this program usually must be taken on the employee's own time. Course work may not be done on City time or using City equipment. If a class is available only during an employee's normal work hours, the employee may request a flexible schedule from the Department Head. A memorandum outlining the employee's flexible work schedule must be signed by the employee, approved by Department Head and forwarded to the Human Resources Department with a completed Tuition Education Assistance Program Application. When there is a conflict between classes and the employee's job responsibilities, the job responsibility must come first. Flexible schedules shall not cause any undue hardship to the Department or the City in any way. Approval for participation in the tuition assistance program does not guarantee the ability to take course during normal work hours.
3. Employees must provide formal proof of the courses they are taking or have taken for the purposes of education assistance.
4. Employees who are receiving tuition assistance at the time of an injury, whether work related on non-work related, are expected to continue with school during the absence, unless the physician documents that the employee is unable to do so.

   An employee who must withdraw or take an incomplete for the course will have one hundred (180) days following the date of return to full duty to re-enroll and satisfactorily complete the course. Exceptions may be made if the course is not available during that time frame. If not, the employee will be liable for returning any advance monies received for the semester not completed.
5. Dropping of a class(es) at any time is not acceptable. An employee who drops a class will not be eligible for Tuition Assistance for twelve (12) months after the initial drop date. The employee will be responsible for paying back City funds used for a dropped class through payroll drafts within ninety (90) days.

14.06 COLLEGE COURSE APPROVAL CRITERIA

1. Courses reimbursed must be in the pursuit of a degree that is job-related or would benefit the City as determined by the City Administrator.
2. The course must prepare the employee for change(s) in duties and responsibilities in current position or in preparation for a more advanced position.
3. The course must be taken from an accredited college or university. For the purposes of this policy, accredited shall mean an institution of higher education accredited by one of the agencies recognized by either the U.S. Department of Education (http://ope.ed.gov/accreditation/search.aspx) or The Council for Higher Education Accreditation (https://www.chea.org/search-institutions). Specialized courses not recognized by the Association may be considered if directly related to the employee's responsibilities or required in order to complete a degree plan (i.e., elective courses).
4. Employees must obtain a course grade equivalent to a C or better to be eligible for reimbursement. The City will not accept a pass or fail option. Reimbursement will not be provided for classes not completed successfully. The entire cost of a failed class must be paid back to the City by payroll draft within ninety (90) days of the posting of the failed grade.

14.07 APPLICATION INFORMATION

1. Employees are required to complete a Tuition Reimbursement Application and Tuition Reimbursement Agreement thirty (30) days in advance of the first day of the school term or starting course date. A copy of the course description from the school catalog, website, or course registration form must be attached to the application in order to be considered. Employees will be paid for all of the eligible tuition and books at the beginning of the course.
2. Employees applying for assistance are eligible for a maximum of two thousand ($2000) per college semester or four thousand dollars ($4,000) per fiscal year. Funds are payable only after all criteria are met in accordance with this policy. The City will pay one hundred percent (100%) of tuition and book costs as reflected on the fee and book receipts, up to the maximum. Supplies or any other expenses in connection with courses are not eligible for reimbursement.
3. It is the employee's responsibility to inform the Human Resources Department if he/she is receiving financial assistance from any other source. In the event of partial scholarships or grants, reimbursement will be calculated based on the actual expense to the employee. Failure to inform the Human Resources Department will result in disqualification from participation in the Tuition Assistance Program and may subject the employee to disciplinary action.
4. Any changes to a degree plan must be submitted and approved by Human Resources prior to registration.
5. Tuition Assistance will be paid only once for each approved course. The City of Glen Rose will not pay for course for which Tuition Assistance has already been received by the employee from another source.
6. An employee will be eligible for tuition assistance for only one (1) associate degree

and one (1) undergraduate degree. Any exception must be for the benefit of the City and requires the City Administrator's approval. A master's degree must be specifically applicable to City advancement and must be approved in advance by the City Administrator.

14.08 SERVICE REQUIREMENTS/REPAYMENT OBLIGATIONS

1. Requirements for continued service with the City after course completion are an assurance that the City will benefit from employee's receipt of the tuition reimbursement benefit. If an employee leaves City employment for any reason before a two (2) year service requirement is completed, the employee must repay the City all of the tuition the employee received.
2. A two (2) year service requirement begins on the date the course for which reimbursement was obtained is completed. If additional courses for which reimbursement is obtained are completed, an additional two (2) year service requirement begins.
3. A service requirement is not an assurance of continued employment by the City. If a termination of employment occurs, voluntary or involuntary (termination by layoff, firing, or elimination of a City service), and a repayment amount is owed by the employee, and the employee does not otherwise repay the amount, the employee agrees to have the repayment amount deducted from the employee's paychecks that are issued after the termination decision occurs. Any remaining balances owed to the City shall be paid immediately following notification of termination.
4. Repayment of tuition assistance if employee drops or fails to compete the course prior to course end or obtains an average grade below C will be obtained through payroll deduction. The employee will be responsible for repaying any City funds granted within ninety (90) days.
5. Employees are not responsible for reimbursement to the City in the following circumstances:
   (a) Position is eliminated due to a reduction in force.
   (b) Work shift changes initiated by management that prohibit the employee from completing course(s).
   (c) The employee is involuntarily called to military service.
   (d) Other reasons which are determined to be out of the control of the employee, left to the discretion of the City Administrator.

CHAPTER 15
MISCELLANEOUS PROVISIONS

15.01 TELEPHONE AND DATA EQUIPMENT USAGE

Telephones should be answered promptly and courteously. City phone and data equipment and services are intended for City business use. Brief and occasional personal use is acceptable as long as it does not result in expense to the City or degrade performance. These services may not be used to send chain letters, engage in personal or private business activities, or send, receive, or access pornographic material. Employees have no right to privacy when using these systems, and all records stored on them are subject to Open Records requests. All personal calls shall be limited so as not to interfere with City business. Personal Cell phone usage during work hours should be kept to a minimum.

15.02 NEWS RELEASES

All news releases by City employees will be approved by the Mayor or City Administrator prior to their release.

15.03 PROFESSIONAL MEMBERSHIPS & SUBSCRIPTIONS

The City will pay the cost of professional memberships and subscriptions for elected officials and employees. Requests for memberships and subscriptions must be approved by the Mayor or City Administrator prior to subscribing or joining the professional organization.

15.04 UNAUTHORIZED OR IMPROPER USE OF OFFICIAL BADGE OR UNIFORM

Any official or employee whose duties involve the use of a badge, card, uniform, or clothing insignia as evidence of authority or for identification purposes shall neither permit such badge, card, uniform or insignia to be used or worn by another person who is not authorized to use or wear same, nor permit same to be out of his or her possession without good cause or approval of the City Administrator. Such badge, card, uniform, or insignia shall be used only in the performance of the official duties of the position to which they relate or as may be otherwise approved by the City Administrator.

15.05 SMOKING IN THE WORKPLACE

In keeping with the City's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited. City employees may not smoke in any enclosed City owned building, facility, or vehicle.

15.06 DRIVER INSURABILITY

Employees whose positions require the operation of a motor vehicle are expected to obey all traffic laws and avoid accidents at all times. Failure by such employees to maintain a driving record satisfactory to the City's general liability insurance carrier shall be deemed a violation of this policy and shall subject the employee to dismissal.

15.07 PROFESSIONAL WORK ENVIRONMENT

The City is committed to providing a professional work environment for its employees. Should an employee observe or experience a pattern of unprofessional conduct within the workplace, the employee should report the same in writing to his or her supervisor, or if the employee's supervisor is the source of the unprofessional conduct, the report may be presented to the next link in the chain of command.

15.08 RETURN OF CITY INFORMATION, EQUIPMENT AND PARAPHERNALIA

When an employee's employment relationship with the City ends, the employee shall be required to comply with the requirements of the City's Confidential and Proprietary Information Policy, return all City provided uniforms, supplies, keys, credit cards, and equipment and convey any passwords needed to access City equipment or service providers, prior to his or her final paycheck being issued.

15.09 ELECTRONIC COMMUNICATIONS AND SYSTEM ACCESS USE

The City may provide computer networks, Internet access, instant messaging, email, telephones, cell phones, laptops, digital cameras, voice mail, and fax communication systems for use by City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as "electronic communications systems" or "systems." These electronic communications systems are designed to support and enhance the communication, research and information capabilities of City employees and to encourage work-related communication and sharing of information resources within the City. This policy governs user behavior pertaining to access and usage of the City's electronic communications systems. This policy applies to all City employees, contractors, volunteers and other affiliates who use the City's electronic communications systems. The City's electronic communications systems access must be used in a professional, responsible, efficient, ethical and legal manner.

Acceptable Use.

Acceptable uses of the City's electronic communication systems are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user's job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City's internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material.

Users must understand that use of any City-provided, publicly accessible computer network such as the Internet, instant messaging and email is a privilege. Personal use of City electronic media is not permitted. Supervisors cannot alter the restrictions of this policy.

Unacceptable Uses of Electronic Communications Systems Include:

- Using profanity, obscenity, or other language which may be offensive or harassing to other coworkers or third parties.
- Accessing, displaying, downloading, or distributing sexually explicit material.
- Accessing, displaying, downloading or distributing profane, obscene, harassing, offensive or unprofessional messages or content.
- Copying or downloading commercial software in violation of copyright law.
- Using the systems for financial gain or for any commercial activity unrelated to City business.
- Using the systems in such a manner as to create a security breach of the City network.
- Looking or applying for work or business opportunities other than for internal City postings.
- Accessing any site, or creating or forwarding messages with derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, genetics, color, sex, national origin, age, disability, age, physical attributes, or veteran status.
- Transmitting or sharing information regarding a coworker's health status without permission
- Expressing opinions or personal views that could be misconstrued as being those of the City.
- Expressing opinions or personal views regarding management of the City of other political views
- Using the electronic communication systems for any illegal purpose or in any way that violates City policy or is contrary to the City's best interest.

15.10 SEARCHES

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, and offices, computer and electronic files, social media sites, cell phones, text messages, whether secured, unsecured or secured by a lock or password provided by the employee. If reasonable suspicion exists, the City may also conduct unannounced searches or inspections of the employee's personal property located on City premises, including vehicles parked on City parking lots.

All searches must be authorized and conducted under the direction of the Human Resources Manager and/or the City Administrator. No supervisor has the authority to deviate from this City policy. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination

15.11 WEAPONS BAN AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace

and to provide for the appropriate response when and if such incidents do occur.

Zero Tolerance.

This policy prohibits harassment, intimidation, threats, and violent behavior by or towards anyone in the workplace, that is in any way job- or City-related, that is or might be carried out on City-property, or that is in any way connected to the employee's employment with the City, whether the conduct occurs on-duty or off-duty. The City has a zero-tolerance policy for this type of misconduct.

Weapons Banned.

Unless specifically authorized by the City Administrator, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, long guns, clubs, explosive devices, knives with blades exceeding 5 ½ inches, switchblades, etc. Employees do not have an expectation of privacy, and the City retains the right to search for firearms or other weapons on City property.

Employees licensed by the State of Texas to carry a handgun may have a permitted weapon only on the City parking lot if it is locked in the employee's vehicle. Employees licensed to carry handguns must report to the Human Resources Manager their identity and license plate numbers of all vehicles that employee may park in City parking lots.

Mandatory Reporting.

Each City employee must immediately notify his/her supervisor, Department Director, the Human Resources Manager and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the Human Resources Manager.

Protective Orders.

Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the Human Resources Manager and the City's Police Department a copy of the petition and declarations used to

seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employee**s** must immediately advise their Department Director and the Human Resources Manager of any protective or restraining order issued against them.

Confidentiality.

To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

City Property.

For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lots and surrounding areas, recreation centers, swimming pools, and parks.

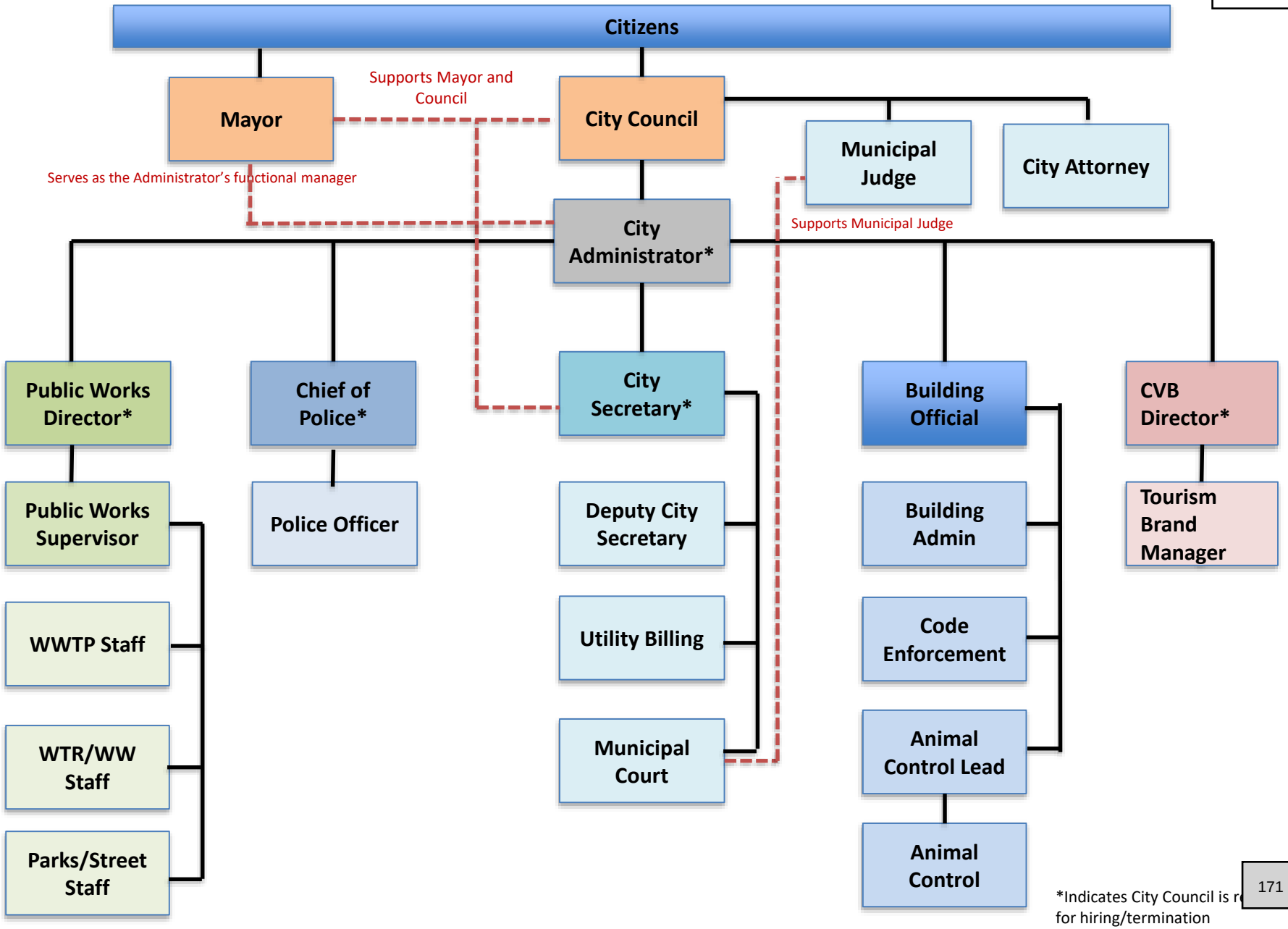
Documentation.

When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Human Resources Manager and/or the Police Department.

Policy Violations.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

City of Glen Rose Organizational Chart



*Indicates City Council is r[illegible] for hiring/termination

RESOLUTION NO. R-2025-R-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS, APPROVING THE SEPARATION OF THE CITY'S CURRENT PERSONNEL POLICY INTO TWO DISTINCT DOCUMENTS: THE OPERATIONS AND PROCEDURES MANUAL (EXHIBIT A) AND THE PERSONNEL POLICY (EXHIBIT B); PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Glen Rose, Texas, is a Type A General Law municipality governed by the laws of the State of Texas; and

WHEREAS, the City Council recognizes the need to improve clarity, accessibility, and administrative efficiency in the City's internal governance documents; and

WHEREAS, the current Personnel Policy contains both operational procedures and personnel-related policies, which the City Council finds beneficial to separate into two distinct documents for better organization and management; and

WHEREAS, the Operations and Procedures Manual (Exhibit A) shall contain administrative processes, departmental procedures, and operational guidelines; and

WHEREAS, the Personnel Policy (Exhibit B) shall contain employment-related policies, employee rights and responsibilities, and human resources standards applicable to all City employees;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS:

1. Approval of Separation
   The City Council hereby approves the separation of the current Personnel Policy into two documents:
   - Exhibit A: Operations and Procedures Manual
   - Exhibit B: Personnel Policy

2. Adoption of Exhibits
   The documents attached hereto as Exhibit A and Exhibit B are hereby adopted as the official Operations and Procedures Manual and Personnel Policy of the City of Glen Rose, respectively.

3. Supersession
   This action supersedes any prior conflicting provisions contained in the previously adopted Personnel Policy.

4. Effective Date
   This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this 12th day of August, 2025**.**

_____
Joe Boles, Mayor

ATTEST:

_____
Veronica Welch, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Discussion regarding Fiscal Year 2025-2026 Budget		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	08/20/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00

SUMMARY:

RECOMMENDED ACTION:

10 - GENERAL FUND	2025 Current	2026 Working	% Change
Revenue Summary			
Business & Franchise	23,250.00	23,250.00	0.00%
Fines, Fees & Forfeitures	67,500.00	68,709.00	1.79%
Grants & Donations	500.00	500.00	0.00%
Interest Income	325,000.00	330,000.00	1.54%
Lease & Rent Income	0.00	0.00	0.00%
Not categorized	0.00	0.00	0.00%
Other Revenue Sources	183,800.00	203,800.00	10.88%
Property & Sales Tax	3,286,800.00	3,347,700.00	1.85%
Transfers In	0.00	0.00	0.00%
Revenue Totals	3,886,850.00	3,973,959.00	2.24%
Expense Summary			
Capital	202,529.36	278,000.00	37.26%
Community Programs & Donations	24,600.00	58,100.00	136.18%
Debt Service	0.00	0.00	0.00%
Dues & Subscriptions	9,175.00	8,600.00	-6.27%
Fines, Fees & Taxes	113,000.00	113,300.00	0.27%
Grant Expense	150,000.00	1,110,000.00	640.00%
Lease & Rent Expense	0.00	1,500.00	0.00%
Legal & Professional Fees	52,500.00	52,500.00	0.00%
Not categorized	766,779.63	811,760.00	5.87%
Office & Supplies	169,895.37	212,580.00	25.12%
Other Expenses	471,470.64	544,600.00	15.51%
Personnel & Payroll	1,633,923.00	1,673,729.00	2.44%

10 - GENERAL FUND	2025 Current	2026 Working	% Change
Repairs & Maintenance	264,200.00	691,350.00	161.68%
Transfers Out	0.00	0.00	0.00%
Expense Totals	3,858,073.00	5,556,019.00	44.01%

10 - GENERAL FUND	2025 Current	2026 Working	% Change	Notes
Business & Franchise				
10-4704 Glen Rose Wrecker	8,250.00	8,250.00	0.00%	
10-4705 Nextlink	15,000.00	15,000.00	0.00%	
Business & Franchise Totals	23,250.00	23,250.00	0.00%	
Fines, Fees & Forfeitures				
10-4300 Pound Fees	1,100.00	1,100.00	0.00%	
10-4301 Municipal Court Fine Reve	40,300.00	41,509.00	2.91%	
10-4302 Municipal Arrest Fees	0.00	0.00	0.00%	
10-4303 Deferred Adjudication	8,300.00	8,300.00	0.00%	
10-4304 Court Dismissal Fees	0.00	0.00	0.00%	
10-4305 Time Payment Reimburse	400.00	400.00	0.00%	
10-4306 Judicial Support Fee	0.00	0.00	0.00%	
10-4308 Local Truancy Prevention	0.00	0.00	0.00%	
10-4310 Municipal Arrest Fee	0.00	0.00	0.00%	
10-4311 Municipal Jury Funds	0.00	0.00	0.00%	
10-4312 Municipal Court Technolog	0.00	0.00	0.00%	
10-4313 Child Safety -Muni Court	100.00	100.00	0.00%	
10-4314 Municipal Court Building S	0.00	0.00	0.00%	
10-4316 Court Costs	7,800.00	7,800.00	0.00%	
10-4317 Ct Seat Belts	0.00	0.00	0.00%	
10-4318 Warrant Fee-Muni Court	1,300.00	1,300.00	0.00%	
10-4319 Omnibase Reimbursemen	200.00	200.00	0.00%	
10-4320 Court Col Fee	0.00	0.00	0.00%	
10-4322 Indigent Fee	0.00	0.00	0.00%	
10-4324 Moving Violation Fee	0.00	0.00	0.00%	

10 - GENERAL FUND	2025 Current	2026 Working	% Change	Notes
10-4327 Management/Admin Fee	0.00	0.00	0.00%	
10-4328 State Traffic Fees	0.00	0.00	0.00%	
10-4329 Jury Reimbursement	0.00	0.00	0.00%	
10-4331 Clear The Shelter	0.00	0.00	0.00%	
10-4332 County Res Impound Fee	3,000.00	3,000.00	0.00%	
10-4345 Quarantine Fee	0.00	0.00	0.00%	
10-4346 Boarding Fee	0.00	0.00	0.00%	
10-4347 Adopting Fee	4,500.00	4,500.00	0.00%	
10-4348 Euthanasia Fee	500.00	500.00	0.00%	
10-4349 Credit Card Fees	0.00	0.00	0.00%	
Fines, Fees & Forfeitures Totals	67,500.00	68,709.00	1.76%	
Grants & Donations				
10-4330 Donations	500.00	500.00	0.00%	
10-4351 AC Donations	0.00	0.00	0.00%	
10-4707 Safe Routes Grant & Cost	0.00	0.00	0.00%	
10-4709 Nrhp Grant	0.00	0.00	0.00%	
10-4715 COVID-19 Relief	0.00	0.00	0.00%	
Grants & Donations Totals	500.00	500.00	0.00%	
Interest Income				
10-4006 Penalites & Interest	0.00	5,000.00	100.00%	
10-4500 Interest Income	325,000.00	325,000.00	0.00%	
Interest Income Totals	325,000.00	330,000.00	1.52%	
Lease & Rent Income				

10 - GENERAL FUND	2025 Current	2026 Working	% Change	Notes
10-4711 Sale Of Oakdale Park	0.00	0.00	0.00%	
Lease & Rent Income Totals	0.00	0.00	0.00%	
Not categorized				
10-4250 Parkland Dedication Fund	0.00	0.00	0.00%	
10-4999 Available	0.00	0.00	0.00%	
Not categorized Totals	0.00	0.00	0.00%	
Other Revenue Sources				
10-4200 Permits	160,000.00	180,000.00	11.11%	
10-4700 Miscellaneous Income	16,300.00	16,300.00	0.00%	
10-4701 Admin Events	0.00	0.00	0.00%	
10-4703 Economic Development L	7,500.00	7,500.00	0.00%	
10-4706 CDBG Grant	0.00	0.00	0.00%	
Other Revenue Sources Totals	183,800.00	203,800.00	9.81%	
Property & Sales Tax				
10-4000 Sales Tax	2,100,000.00	2,100,000.00	0.00%	
10-4001 Mixed Drinks Tax	21,100.00	25,000.00	15.60%	
10-4002 Gross Receipts Tax	265,200.00	265,200.00	0.00%	
10-4005 Property Taxes	897,000.00	950,000.00	5.58%	
10-4010 Property Taxes (Delinquen	3,500.00	7,500.00	53.33%	
Property & Sales Tax Totals	3,286,800.00	3,347,700.00	1.82%	
Transfers In				
10-4710 Transfer in Reserves	0.00	0.00	0.00%	

10 - GENERAL FUND	2025 Current	2026 Working	% Change	Notes
Transfers In Totals	0.00	0.00	0.00%	
Revenue Totals	3,886,850.00	3,973,959.00	2.19%	

10 - GENERAL FUND Legislative	2025 Current	2026 Working	% Change	Notes
10-05-5030 COVID-19	0.00	0.00	0.00%	
10-05-5055 Mayor & Council Pay	24,500.00	39,600.00	38.13%	Pay increases
10-05-5145 Exp Mayor & Council	2,500.00	2,500.00	0.00%	
10-05-5201 Attorney	40,000.00	40,000.00	0.00%	
10-05-5240 Election Expense	15,000.00	15,000.00	0.00%	
10-05-5401 Telephone	0.00	0.00	0.00%	
10-05-5407 Council Laptops	1,600.00	1,600.00	0.00%	
10-05-5502 Mayor & Council Travel	15,000.00	15,000.00	0.00%	
10-05-5503 Mayor & Council Traini	6,500.00	9,000.00	27.78%	Budget for TML
Legislative Totals	105,100.00	122,700.00	14.34%	

10 - GENERAL FUND Streets	2025 Current	2026 Working	% Change	Notes
10-40-5000 Wages Streets & Parks	200,000.00	200,000.00	0.00%	
10-40-5001 Overtime Streets & Par	1,800.00	1,800.00	0.00%	
10-40-5003 Payroll Taxes Streets/P	15,300.00	15,300.00	0.00%	
10-40-5004 Retirement	34,000.00	34,000.00	0.00%	
10-40-5005 Health Insurance	32,064.00	32,064.00	0.00%	
10-40-5006 Life & Add Insurance	800.00	800.00	0.00%	
10-40-5007 Workers Comp Insuran	3,500.00	3,500.00	0.00%	
10-40-5008 Twc	4,700.00	4,700.00	0.00%	
10-40-5010 Longevity	1,000.00	1,000.00	0.00%	
10-40-5013 On Call	2,100.00	2,100.00	0.00%	
10-40-5030 COVID-19	0.00	0.00	0.00%	
10-40-5100 Supplies	3,200.00	3,200.00	0.00%	
10-40-5107 Janitorial Supplies	2,800.00	2,800.00	0.00%	
10-40-5108 Uniforms	2,500.00	2,500.00	0.00%	
10-40-5120 Tools	2,500.00	2,500.00	0.00%	
10-40-5122 Crack Sealant	0.00	0.00	0.00%	
10-40-5156 Asphalt	8,400.00	8,400.00	0.00%	
10-40-5175 Herbicides & Insecticid	1,600.00	1,600.00	0.00%	
10-40-5203 Contract Labor	7,900.00	7,900.00	0.00%	
10-40-5235 Drug Testing	0.00	0.00	0.00%	
10-40-5401 Telephone	1,300.00	1,300.00	0.00%	
10-40-5403 Electric	20,000.00	20,000.00	0.00%	
10-40-5404 Water	6,500.00	6,500.00	0.00%	
10-40-5405 Gas	1,200.00	1,200.00	0.00%	
10-40-5421 Street Lighting	34,700.00	34,700.00	0.00%	
10-40-5500 Training	1,000.00	1,000.00	0.00%	

10 - GENERAL FUND Streets	2025 Current	2026 Working	% Change	Notes
10-40-5501 Travel	500.00	500.00	0.00%	
10-40-5600 Vehicle Repair	3,200.00	3,200.00	0.00%	
10-40-5602 Repair & Maint - Equip	10,500.00	10,500.00	0.00%	
10-40-5604 Repair & Maint - Struct	10,000.00	10,000.00	0.00%	
10-40-5608 Gas/Oil/Lube	9,800.00	9,800.00	0.00%	
10-40-5611 Vehicle & Equipment F	0.00	0.00	0.00%	
10-40-5612 New Pickup PW	0.00	0.00	0.00%	
10-40-5621 Rock/Gravel/Stone	700.00	700.00	0.00%	
10-40-5626 Sidewalk	12,100.00	12,100.00	0.00%	
10-40-5636 Street Paint	1,600.00	1,600.00	0.00%	
10-40-5637 Bridge Decorations	0.00	0.00	0.00%	
10-40-5655 Concrete	1,600.00	1,600.00	0.00%	
10-40-5656 Drainage Pipe	0.00	0.00	0.00%	
10-40-5700 Capital Expenditures	0.00	0.00	0.00%	
10-40-5720 Park Development	15,000.00	15,000.00	0.00%	
10-40-5721 Road Base	5,000.00	5,000.00	0.00%	
10-40-5725 Bryan Street Project	0.00	0.00	0.00%	
10-40-5727 Stadium Dr Overlay	0.00	0.00	0.00%	
10-40-5735 Nancy Dr Project	0.00	0.00	0.00%	
10-40-5736 Engineering For Next P	52,500.00	52,500.00	0.00%	
10-40-5737 CDBG Grant & Match	25,000.00	25,000.00	0.00%	
10-40-5738 Safe Routes School Gr	100,000.00	100,000.00	0.00%	
10-40-5739 Barnard Street Sidewal	0.00	0.00	0.00%	
10-40-5740 Paving	0.00	529,000.00	100.00%	Mesa Dr Cedar St County Co-Op
10-40-5751 Grant Match	50,000.00	50,000.00	0.00%	
10-40-5801 Miscellaneous Exp	500.00	500.00	0.00%	

10 - GENERAL FUND Streets	2025 Current	2026 Working	% Change	Notes
10-40-5804 Service Fees	75,000.00	20,000.00	-275.00%	County dump fee/brush
10-40-5850 Vehicle Replacement	0.00	0.00	0.00%	
10-40-5859 Street Signs	40,000.00	40,000.00	0.00%	
Streets Totals	801,864.00	1,275,864.00	37.15%	

10 - GENERAL FUND Parks	2025 Current	2026 Working	% Change	Notes
10-45-5000 Wages	0.00	65,000.00	100.00%	Parks employees
10-45-5001 Overtime	0.00	0.00	0.00%	
10-45-5002 Salary Seasonal	0.00	0.00	0.00%	
10-45-5003 Payroll Taxes	0.00	0.00	0.00%	
10-45-5004 Retirement	0.00	0.00	0.00%	
10-45-5005 Health Insurance	0.00	0.00	0.00%	
10-45-5006 Life & Add Insurance	0.00	0.00	0.00%	
10-45-5007 Workers Comp Insuran	0.00	0.00	0.00%	
10-45-5008 Twc	0.00	0.00	0.00%	
10-45-5009 Other Insurance Tmlirp	0.00	0.00	0.00%	
10-45-5010 Longevity	0.00	0.00	0.00%	
10-45-5011 Teladoc Insurance	0.00	0.00	0.00%	
10-45-5013 On Call	0.00	0.00	0.00%	
10-45-5015 Dental Insurance	0.00	0.00	0.00%	
10-45-5100 Supplies	0.00	2,000.00	100.00%	
10-45-5107 Janitorial Supplies	0.00	2,800.00	100.00%	
10-45-5108 Uniforms	0.00	1,000.00	100.00%	
10-45-5115 Chemical Supplies	0.00	500.00	100.00%	
10-45-5120 Tools	0.00	500.00	100.00%	
10-45-5175 Herbicides & Insecticid	0.00	7,900.00	100.00%	
10-45-5203 Contract Labor	0.00	5,000.00	100.00%	
10-45-5206 Pesticide Services	0.00	0.00	0.00%	
10-45-5233 Parkland Dedication D	0.00	0.00	0.00%	
10-45-5401 Telephone	0.00	1,200.00	100.00%	
10-45-5403 Electric	0.00	15,000.00	100.00%	
10-45-5404 Water	0.00	6,500.00	100.00%	

10 - GENERAL FUND Parks	2025 Current	2026 Working	% Change	Notes
10-45-5609 Equipment Rental	0.00	1,500.00	100.00%	
10-45-5720 Park Development	0.00	21,000.00	100.00%	
10-45-5751 Grant Match	0.00	1,000,000.00	100.00%	
10-45-5804 Service Fees	0.00	55,000.00	100.00%	
Parks Totals	0.00	1,184,900.00	100.00%	

10 - GENERAL FUND Code Enforcement	2025 Current	2026 Working	% Change	Notes
10-50-5000 Wages Code Enforcem	220,000.00	145,000.00	-51.72%	
10-50-5001 Overtime Code Enforc	0.00	1,000.00	100.00%	
10-50-5003 Payroll Taxes Code Enf	16,830.00	13,500.00	-24.67%	
10-50-5004 Retirement	37,400.00	29,900.00	-25.08%	
10-50-5005 Health Insurance	34,000.00	22,000.00	-54.55%	
10-50-5006 Life & Add Insurance	1,100.00	900.00	-22.22%	
10-50-5007 Workers Comp Insuran	4,000.00	3,200.00	-25.00%	
10-50-5008 Twc	5,400.00	5,400.00	0.00%	
10-50-5009 Other Insurance - TMLI	0.00	0.00	0.00%	
10-50-5010 Longevity	300.00	300.00	0.00%	
10-50-5011 Teladoc Insurance	0.00	0.00	0.00%	
10-50-5013 On Call	0.00	0.00	0.00%	
10-50-5015 Dental Insurance	0.00	0.00	0.00%	
10-50-5020 Vision Insurance	0.00	0.00	0.00%	
10-50-5030 COVID-19	0.00	0.00	0.00%	
10-50-5106 Postage	2,700.00	8,000.00	66.25%	mailings
10-50-5108 Uniforms	1,000.00	1,300.00	23.08%	
10-50-5109 Office Supplies	2,500.00	9,500.00	73.68%	
10-50-5120 Instrument & Tools	750.00	1,380.00	45.65%	
10-50-5202 Engineering	5,000.00	5,000.00	0.00%	
10-50-5203 Contract Labor	40,000.00	56,000.00	28.57%	
10-50-5208 Fire Marshall Services	15,000.00	18,000.00	16.67%	
10-50-5209 Fire Marshall Vehicle	0.00	88,000.00	100.00%	
10-50-5210 Legal Notices & Adverti	2,100.00	2,500.00	16.00%	
10-50-5215 Code Replacement	1,000.00	23,880.00	95.81%	
10-50-5219 Abatements	50,000.00	50,000.00	0.00%	

10 - GENERAL FUND Code Enforcement	2025 Current	2026 Working	% Change	Notes
10-50-5224 It Support	0.00	0.00	0.00%	
10-50-5247 Mapping	3,000.00	3,000.00	0.00%	
10-50-5400 Utilities	0.00	0.00	0.00%	
10-50-5401 Telephone	1,200.00	1,200.00	0.00%	
10-50-5402 Internet	0.00	0.00	0.00%	
10-50-5500 Training	5,000.00	5,000.00	0.00%	
10-50-5501 Travel	4,200.00	5,000.00	16.00%	
10-50-5600 Vehicle Repair	1,100.00	1,100.00	0.00%	
10-50-5601 System Repair	0.00	0.00	0.00%	
10-50-5602 Repair & Maint - Equip	0.00	0.00	0.00%	
10-50-5604 Repair & Maint - Struct	0.00	0.00	0.00%	
10-50-5608 Gas/Oil/Lube	2,000.00	2,000.00	0.00%	
10-50-5801 Miscellaneous Exp	2,000.00	2,500.00	20.00%	
10-50-5803 Software	10,000.00	12,480.00	19.87%	
10-50-5804 Service Fees	0.00	0.00	0.00%	
10-50-5837 License Renewal	500.00	600.00	16.67%	
10-50-5850 Vehicle Replacement	0.00	0.00	0.00%	
10-50-5860 Hardware Replacemen	6,500.00	6,500.00	0.00%	
Code Enforcement Totals	474,580.00	524,140.00	9.46%	

10 - GENERAL FUND Animal Control	2025 Current	2026 Working	% Change	Notes
10-55-5000 Wages Animal Control	77,000.00	77,000.00	0.00%	
10-55-5001 Overtime Animal Contr	3,600.00	3,600.00	0.00%	
10-55-5002 Part Time Help	0.00	0.00	0.00%	
10-55-5003 Payroll Taxes Animal C	5,890.50	5,890.50	0.00%	
10-55-5004 Retirement	13,090.00	13,090.00	0.00%	
10-55-5005 Health Insurance	19,200.00	19,200.00	0.00%	
10-55-5006 Life & Add Insurance	300.00	300.00	0.00%	
10-55-5007 Workers Comp Insuran	2,400.00	2,400.00	0.00%	
10-55-5008 Twc	1,200.00	1,200.00	0.00%	
10-55-5009 Other Insurance - TMLI	0.00	0.00	0.00%	
10-55-5010 Longevity	600.00	700.00	14.29%	
10-55-5011 Teladoc Insurance	0.00	0.00	0.00%	
10-55-5013 On Call	7,300.00	7,300.00	0.00%	
10-55-5015 Dental Insurance	0.00	0.00	0.00%	
10-55-5020 Vision Insurance	0.00	0.00	0.00%	
10-55-5030 COVID-19	0.00	0.00	0.00%	
10-55-5100 Supplies	2,000.00	2,000.00	0.00%	
10-55-5108 Uniforms	2,100.00	2,100.00	0.00%	
10-55-5109 Office Supplies	1,200.00	1,200.00	0.00%	
10-55-5165 Euth. & Medication	2,100.00	2,100.00	0.00%	
10-55-5203 Contract Labor	2,800.00	3,000.00	6.67%	
10-55-5224 It Support	0.00	0.00	0.00%	
10-55-5235 Drug Testing	0.00	0.00	0.00%	
10-55-5236 Employee Rabies Shot	1,700.00	1,700.00	0.00%	
10-55-5237 Adoption Reimburseme	1,700.00	10,000.00	83.00%	Change account description to spay/neuter
10-55-5400 Utilities	0.00	0.00	0.00%	

10 - GENERAL FUND Animal Control	2025 Current	2026 Working	% Change	Notes
10-55-5401 Telephone	1,000.00	1,000.00	0.00%	
10-55-5402 Internet	1,400.00	1,400.00	0.00%	
10-55-5403 Electric	4,900.00	4,900.00	0.00%	
10-55-5500 Training	1,600.00	2,000.00	20.00%	
10-55-5501 Travel	1,600.00	2,500.00	36.00%	
10-55-5600 Vehicle Repair	2,500.00	2,500.00	0.00%	
10-55-5601 System Repair	0.00	0.00	0.00%	
10-55-5602 Repair & Maint - Equip	2,100.00	2,100.00	0.00%	
10-55-5603 Equipment	1,100.00	1,100.00	0.00%	
10-55-5604 Repair & Maint - Struct	4,200.00	4,200.00	0.00%	
10-55-5608 Gas/Oil/Lube	4,200.00	4,200.00	0.00%	
10-55-5700 Capital Immprovement	75,000.00	10,000.00	-650.00%	
10-55-5801 Miscellaneous Exp	0.00	0.00	0.00%	
10-55-5803 Software	2,000.00	2,000.00	0.00%	
10-55-5804 Service Fees	0.00	0.00	0.00%	
10-55-5839 Rabies Test Fees	500.00	1,000.00	50.00%	
10-55-5850 Vehicle Replacement	0.00	0.00	0.00%	
10-55-5860 Hardware Replacemen	4,200.00	1,000.00	-320.00%	
10-55-5870 Office Equip/Furn	500.00	500.00	0.00%	
Animal Control Totals	250,980.50	193,180.50	-29.92%	

10 - GENERAL FUND Administration	2025 Current	2026 Working	% Change	Notes
10-60-5000 Wages Administration	415,000.00	375,000.00	-10.67%	took out administrative services manager pay
10-60-5001 Overtime Administratio	1,000.00	1,000.00	0.00%	
10-60-5003 Payroll Taxes Admin	35,000.00	35,000.00	0.00%	
10-60-5004 Retirement	68,500.00	68,500.00	0.00%	
10-60-5005 Health Insurance	46,111.00	52,000.00	11.33%	Increase in premiums
10-60-5006 Life & Add Insurance	1,500.00	1,500.00	0.00%	
10-60-5007 Workers Comp Insuran	2,600.00	5,000.00	48.00%	over budget in previous year
10-60-5008 Twc	5,000.00	5,000.00	0.00%	
10-60-5009 Other Insurance Tmlirp	0.00	0.00	0.00%	
10-60-5010 Longevity	2,600.00	2,600.00	0.00%	
10-60-5015 Dental Insurance	0.00	0.00	0.00%	
10-60-5030 COVID-19	0.00	0.00	0.00%	
10-60-5108 Uniforms	1,400.00	1,400.00	0.00%	
10-60-5109 Office Supplies	3,000.00	3,000.00	0.00%	
10-60-5201 Attorney	0.00	0.00	0.00%	
10-60-5202 Engineering	0.00	0.00	0.00%	
10-60-5203 Contract Labor	5,300.00	5,300.00	0.00%	
10-60-5207 Intern program	5,000.00	3,000.00	-66.67%	
10-60-5210 Legal Notices & Adverti	3,200.00	3,200.00	0.00%	
10-60-5217 Postage, Copier Machi	0.00	0.00	0.00%	
10-60-5218 Legal Updates	5,300.00	4,000.00	-32.50%	
10-60-5224 It Support	1,600.00	1,600.00	0.00%	
10-60-5225 Janitorial Services	0.00	0.00	0.00%	
10-60-5235 Drug Testing	0.00	0.00	0.00%	
10-60-5240 Election Expense	0.00	0.00	0.00%	
10-60-5400 Utilities	0.00	0.00	0.00%	

10 - GENERAL FUND Administration	2025 Current	2026 Working	% Change	Notes
10-60-5401 Telephone	2,000.00	2,400.00	16.67%	
10-60-5402 Internet	0.00	0.00	0.00%	
10-60-5406 CVB/Oakdale Electric	0.00	0.00	0.00%	
10-60-5500 Training	12,000.00	15,000.00	20.00%	
10-60-5501 Travel	10,000.00	7,500.00	-33.33%	
10-60-5600 Vehicle Repair	38,000.00	10,000.00	-280.00%	
10-60-5601 System Repair	0.00	0.00	0.00%	
10-60-5602 Repair & Maint - Equip	1,100.00	1,100.00	0.00%	
10-60-5603 Repair & Maint - Yard	0.00	0.00	0.00%	
10-60-5604 Repair & Maint - Struct	5,000.00	5,000.00	0.00%	
10-60-5608 Gas/Oil/Lube	0.00	0.00	0.00%	
10-60-5700 Capital Improvements	0.00	0.00	0.00%	
10-60-5800 Dues	7,500.00	7,500.00	0.00%	
10-60-5801 Miscellaneous Exp	7,000.00	2,000.00	-250.00%	
10-60-5803 Software	0.00	20,000.00	100.00%	
10-60-5804 Service Fees	10,500.00	7,500.00	-40.00%	
10-60-5805 Qrt Scad	0.00	0.00	0.00%	
10-60-5820 Sales Tax Exp	0.00	0.00	0.00%	
10-60-5832 Fire Dept Contribution	0.00	0.00	0.00%	
10-60-5833 Transit Contribution	0.00	0.00	0.00%	in 10-65
10-60-5850 Vehicle Replacement	0.00	0.00	0.00%	
10-60-5860 Hardware Replacemen	25,000.00	25,000.00	0.00%	
10-60-5870 Event Coordination	125,000.00	125,000.00	0.00%	
10-60-5871 Event Office Supplies	0.00	0.00	0.00%	
10-60-5880 Edc Type B Pass Thro	0.00	0.00	0.00%	
Administration Totals	845,211.00	795,100.00	-6.30%	

10 - GENERAL FUND Administration	2025 Current	2026 Working	% Change		Notes

10 - GENERAL FUND Non Departmental	2025 Current	2026 Working	% Change	Notes
10-65-5009 Other Insurance Tmlirp	38,900.00	76,247.00	48.98%	
10-65-5010 Other Benefits	8,000.00	8,000.00	0.00%	
10-65-5012 Transfer to Utility Fund	0.00	0.00	0.00%	
10-65-5041 Employee Appreciation	6,200.00	7,500.00	17.33%	
10-65-5100 Supplies	2,100.00	2,100.00	0.00%	
10-65-5101 Bank Service Charges	0.00	0.00	0.00%	
10-65-5106 Postage	5,300.00	5,300.00	0.00%	
10-65-5107 Janitorial Supplies	2,100.00	2,100.00	0.00%	
10-65-5109 Office Supplies	8,600.00	8,000.00	-7.50%	
10-65-5200 Audit	15,800.00	15,000.00	-5.33%	
10-65-5202 Engineering	15,800.00	15,800.00	0.00%	
10-65-5217 Postage, Copier Lease	7,900.00	7,900.00	0.00%	
10-65-5223 Accounting Software &	14,000.00	0.00	-100.00%	
10-65-5224 It Support	10,500.00	10,500.00	0.00%	
10-65-5225 Janitorial Services	15,100.00	15,100.00	0.00%	
10-65-5226 Cpa	6,300.00	5,000.00	-26.00%	
10-65-5227 Background Test	0.00	0.00	0.00%	
10-65-5228 Website/Email Manage	23,000.00	15,000.00	-53.33%	
10-65-5230 Comprehensive Plan C	0.00	0.00	0.00%	
10-65-5231 Laserfiche	7,500.00	15,000.00	50.00%	JustFOIA
10-65-5232 Impact Fee Study	0.00	0.00	0.00%	
10-65-5233 Parkland Dedication D	12,600.00	12,600.00	0.00%	
10-65-5234 Strategic Plan	0.00	0.00	0.00%	
10-65-5235 Drug Testing	500.00	500.00	0.00%	
10-65-5239 CIP	15,800.00	15,800.00	0.00%	
10-65-5241 Amend Zoning & Subdi	31,500.00	31,500.00	0.00%	

10 - GENERAL FUND Non Departmental	2025 Current	2026 Working	% Change	Notes
10-65-5242 Communications Plan	4,000.00	4,000.00	0.00%	
10-65-5400 Utilities	0.00	0.00	0.00%	
10-65-5401 Telephone	14,200.00	12,000.00	-18.33%	
10-65-5402 Internet	7,600.00	7,600.00	0.00%	
10-65-5403 Electric	6,300.00	5,300.00	-18.87%	
10-65-5404 Water	6,800.00	6,800.00	0.00%	
10-65-5405 Gas	2,100.00	2,100.00	0.00%	
10-65-5419 COVID-19	0.00	0.00	0.00%	
10-65-5420 Commercial Umbrella	1,100.00	1,100.00	0.00%	
10-65-5504 Capital Projects	70,029.36	0.00	-100.00%	
10-65-5740 City Hall Renovation 3	0.00	0.00	0.00%	
10-65-5744 Paint Historic Water To	0.00	0.00	0.00%	
10-65-5745 Building Fund	379,970.64	450,000.00	15.56%	
10-65-5746 Change Logos	0.00	0.00	0.00%	
10-65-5747 Tuition Reimbursement	6,300.00	6,300.00	0.00%	
10-65-5748 Certification Pay	14,400.00	7,500.00	-92.00%	
10-65-5749 Entrance Sign	0.00	0.00	0.00%	
10-65-5752 Economic Developmen	100,000.00	60,000.00	-66.67%	
10-65-5753 Beautification	50,000.00	7,500.00	-566.67%	
10-65-5805 Qrt S.C.A.D.	18,000.00	18,000.00	0.00%	
10-65-5807 Heritage Bldg/Purchas	0.00	0.00	0.00%	
10-65-5810 Text My Gov & Archive	1,000.00	1,000.00	0.00%	
10-65-5832 Fire Department Contri	5,100.00	5,100.00	0.00%	
10-65-5833 Transit Contribution	15,000.00	15,000.00	0.00%	
10-65-5834 Transfer To Oakdale P	0.00	0.00	0.00%	
10-65-5835 Non Departamental Ot	6,000.00	6,000.00	0.00%	

10 - GENERAL FUND Non Departmental	2025 Current	2026 Working	% Change	Notes
10-65-5836 Bond Payment Oak/Riv	0.00	0.00	0.00%	
10-65-5837 Contingency	10,000.00	10,000.00	0.00%	
10-65-5838 Pay Off Park/Riverwalk	0.00	0.00	0.00%	
10-65-5841 Citizens Center	4,500.00	38,000.00	88.16%	Council approved amount
10-65-5870 Office Equip/Furn	18,700.00	25,000.00	25.20%	
Non Departmental Totals	988,600.00	957,247.00	-3.28%	

10 - GENERAL FUND Municipal Court	2025 Current	2026 Working	% Change	Notes
10-80-5000 Wages Court	36,200.00	42,000.00	13.81%	
10-80-5001 Overtime Court	1,000.00	500.00	-100.00%	
10-80-5003 Payroll Taxes Court	2,677.50	2,677.50	0.00%	
10-80-5004 Retirement	5,950.00	5,950.00	0.00%	
10-80-5005 Health Insurance	0.00	0.00	0.00%	
10-80-5006 Life & Add Insurance	300.00	300.00	0.00%	
10-80-5007 Workers Comp Insuran	300.00	300.00	0.00%	
10-80-5008 Twc	1,200.00	1,200.00	0.00%	
10-80-5010 Longevity	0.00	0.00	0.00%	
10-80-5011 Teladoc Insurance	0.00	0.00	0.00%	
10-80-5015 Dental Insurance	0.00	0.00	0.00%	
10-80-5020 Vision Insurance	0.00	0.00	0.00%	
10-80-5030 COVID-19	0.00	0.00	0.00%	
10-80-5100 Supplies	0.00	0.00	0.00%	
10-80-5106 Postage	1,800.00	1,800.00	0.00%	
10-80-5108 Uniforms	0.00	0.00	0.00%	
10-80-5109 Office Supplies	0.00	2,000.00	100.00%	
10-80-5201 Attorney Fees	2,900.00	10,000.00	71.00%	
10-80-5203 Contract Labor	8,000.00	6,000.00	-33.33%	
10-80-5223 Accounting Software &	200.00	3,200.00	93.75%	
10-80-5224 FundView Support	3,000.00	0.00	-100.00%	
10-80-5225 It Support	0.00	0.00	0.00%	
10-80-5285 Jail Services	500.00	500.00	0.00%	
10-80-5400 Utilities	0.00	0.00	0.00%	
10-80-5401 Telephone	0.00	0.00	0.00%	
10-80-5402 Internet	0.00	0.00	0.00%	

10 - GENERAL FUND Municipal Court	2025 Current	2026 Working	% Change	Notes
10-80-5500 Training	2,500.00	2,500.00	0.00%	
10-80-5501 Travel	2,100.00	1,500.00	-40.00%	
10-80-5600 Vehicle Repair	0.00	0.00	0.00%	
10-80-5601 System Repair	0.00	0.00	0.00%	
10-80-5602 Repair & Maint - Equip	0.00	0.00	0.00%	
10-80-5604 Repair & Maint - Struct	0.00	0.00	0.00%	
10-80-5608 Gas/Oil/Lube	0.00	0.00	0.00%	
10-80-5800 Dues & Subscriptions	1,075.00	500.00	-115.00%	
10-80-5801 Miscellaneous Exp	0.00	0.00	0.00%	
10-80-5803 Software	3,025.00	6,000.00	49.58%	
10-80-5804 Collection Fees	0.00	0.00	0.00%	
10-80-5806 Jury Service	0.00	0.00	0.00%	
10-80-5835 Court Technology	0.00	0.00	0.00%	
10-80-5836 Court Security	0.00	0.00	0.00%	
10-80-5860 Hardware Replacemen	1,500.00	1,500.00	0.00%	
10-80-5886 Court Fines And Fees	0.00	0.00	0.00%	
Municipal Court Totals	74,227.50	88,427.50	16.06%	

10 - GENERAL FUND Law Enforcement	2025 Current	2026 Working	% Change	Notes
10-90-5000 Wages Law Enforceme	140,000.00	208,000.00	32.69%	
10-90-5001 Overtime Law Enforce	0.00	2,500.00	100.00%	
10-90-5003 Payroll Taxes Law Enfo	10,710.00	10,710.00	0.00%	
10-90-5004 Retirement	23,800.00	23,800.00	0.00%	
10-90-5005 Health Insurance	0.00	0.00	0.00%	
10-90-5006 Life & Add Insurance	10,000.00	10,000.00	0.00%	
10-90-5007 Workers Comp Insuran	4,000.00	4,000.00	0.00%	
10-90-5008 Twc	1,500.00	1,500.00	0.00%	
10-90-5010 Longevity	1,500.00	1,500.00	0.00%	
10-90-5011 Teladoc Insurance	0.00	0.00	0.00%	
10-90-5015 Dental Insurance	0.00	0.00	0.00%	
10-90-5020 Vision Insurance	0.00	0.00	0.00%	
10-90-5030 COVID-19	0.00	0.00	0.00%	
10-90-5100 Supplies	397.52	1,200.00	66.87%	
10-90-5106 Postage	0.00	400.00	100.00%	
10-90-5108 Uniforms	1,800.00	4,500.00	60.00%	
10-90-5109 Office Supplies	230.00	2,500.00	90.80%	
10-90-5125 Ammunition	0.00	0.00	0.00%	
10-90-5225 Janitorial Services	4,200.00	4,200.00	0.00%	
10-90-5400 Utilities	2,100.00	2,100.00	0.00%	
10-90-5401 Telephone	2,000.00	3,500.00	42.86%	
10-90-5402 Internet	0.00	0.00	0.00%	
10-90-5403 Electric	1,500.00	1,500.00	0.00%	
10-90-5404 Water	600.00	600.00	0.00%	
10-90-5500 Training	2,400.00	4,500.00	46.67%	
10-90-5501 Travel	1,400.00	4,000.00	65.00%	

10 - GENERAL FUND Law Enforcement	2025 Current	2026 Working	% Change	Notes
10-90-5600 Vehicle Repair	85,202.11	4,000.00	-2030.05%	
10-90-5601 System Repair	0.00	0.00	0.00%	
10-90-5602 Repair & Maint - Equip	2,000.00	3,000.00	33.33%	
10-90-5603 Equipment	2,300.00	39,000.00	94.10%	equipment for new vehicle 29000 set up fee 6000
10-90-5604 Repair & Maint - Struct	1,800.00	3,500.00	48.57%	
10-90-5608 Gas/Oil/Lube	3,500.00	5,250.00	33.33%	
10-90-5700 Capital Improvements	0.00	2,100.00	100.00%	Vehicle costs
10-90-5801 Miscellaneous Exp	3,000.00	4,000.00	25.00%	
10-90-5803 Software	0.00	2,000.00	100.00%	
10-90-5804 Service Fees	3,000.00	5,800.00	48.28%	fee to granbury regional radio network
10-90-5820 Events	1,570.37	3,000.00	47.65%	
10-90-5850 Vehicle Replacement	0.00	20,000.00	100.00%	Vehicle for new officer
10-90-5860 Computer Hardware	0.00	5,000.00	100.00%	
Law Enforcement Totals	310,510.00	387,660.00	19.90%	

10 - GENERAL FUND Preservation Board	2025 Current	2026 Working	% Change	Notes
10-96-5100 Supplies	0.00	0.00	0.00%	
10-96-5106 Postage	300.00	300.00	0.00%	
10-96-5108 Uniforms	0.00	0.00	0.00%	
10-96-5109 Office Supplies	0.00	0.00	0.00%	
10-96-5210 Legal Notices & Adver	300.00	400.00	25.00%	
10-96-5211 Promotional	1,100.00	500.00	-120.00%	
10-96-5400 Utilities	0.00	0.00	0.00%	
10-96-5401 Telephone	0.00	0.00	0.00%	
10-96-5402 Internet	0.00	0.00	0.00%	
10-96-5500 Training	2,100.00	2,500.00	16.00%	
10-96-5501 Travel Expense	1,100.00	1,000.00	-10.00%	
10-96-5700 Projects	0.00	0.00	0.00%	
10-96-5800 Dues & Subscriptions	600.00	600.00	0.00%	
10-96-5801 Miscellaneous Exp	0.00	20,000.00	100.00%	
10-96-5803 Software	0.00	0.00	0.00%	
10-96-5829 Public Presentations	0.00	0.00	0.00%	
10-96-5849 Signage	1,500.00	1,500.00	0.00%	
10-96-5866 Grant Match - Nrhp	0.00	0.00	0.00%	
Preservation Board Totals	7,000.00	26,800.00	73.88%	
Expense Totals	3,858,073.00	5,556,019.00	30.56%	

20 - UTILITY FUND	2025 Current	2026 Working	% Change
Revenue Summary			
Fines, Fees & Forfeitures	55,200.00	55,200.00	0.00%
Grants & Donations	0.00	0.00	0.00%
Interest Income	100,000.00	100,000.00	0.00%
Lease & Rent Income	0.00	0.00	0.00%
Other Revenue Sources	700.00	700.00	0.00%
Transfers In	0.00	0.00	0.00%
Water/Sewer/Trash Income	2,356,641.00	2,437,756.00	3.44%
Revenue Totals	2,512,541.00	2,593,656.00	3.23%
Expense Summary			
Capital	391,000.00	391,000.00	0.00%
Fines, Fees & Taxes	90,600.00	149,500.00	65.01%
Grant Expense	26,580.00	157,500.00	492.55%
Lease & Rent Expense	3,200.00	3,200.00	0.00%
Not categorized	1,369,360.00	1,376,160.00	0.50%
Office & Supplies	0.00	0.00	0.00%
Other Expenses	0.00	0.00	0.00%
Personnel & Payroll	544,613.30	544,613.30	0.00%
Repairs & Maintenance	110,900.00	672,085.00	506.03%
Transfers Out	0.00	0.00	0.00%
Expense Totals	2,536,253.30	3,294,058.30	29.88%

20 - UTILITY FUND	2025 Current	2026 Working	% Change	Notes
Fines, Fees & Forfeitures				
20-4341 Tap Fees	35,000.00	35,000.00	0.00%	
20-4342 Transfer Fees	200.00	200.00	0.00%	
20-4343 Penalty Fees	20,000.00	20,000.00	0.00%	
20-4349 Credit Card Fees	0.00	0.00	0.00%	
Fines, Fees & Forfeitures Totals	55,200.00	55,200.00	0.00%	
Grants & Donations				
20-4715 COVID-19 Relief (America	0.00	0.00	0.00%	
20-4800 Construction Grant	0.00	0.00	0.00%	
Grants & Donations Totals	0.00	0.00	0.00%	
Interest Income				
20-4500 Interest Income	100,000.00	100,000.00	0.00%	
Interest Income Totals	100,000.00	100,000.00	0.00%	
Lease & Rent Income				
20-4600 Domestic Ww Discharge F	0.00	0.00	0.00%	
20-4711 Twdb Edap For Grand Ave	0.00	0.00	0.00%	
20-4712 Tres Rios Lift Station Cont	0.00	0.00	0.00%	
20-4713 Pipe Bursting Twdb Edap	0.00	0.00	0.00%	
20-4714 First Baptist Church Contr.	0.00	0.00	0.00%	
Lease & Rent Income Totals	0.00	0.00	0.00%	
Other Revenue Sources				
20-4700 Miscellaneous Income	700.00	700.00	0.00%	

20 - UTILITY FUND	2025 Current	2026 Working	% Change	Notes
20-4701 Transfer Of Edc Accounts	0.00	0.00	0.00%	
Other Revenue Sources Totals	700.00	700.00	0.00%	
Transfers In				
20-4103 Transfer from GF	0.00	0.00	0.00%	
20-4710 Transfer in Reserves	0.00	0.00	0.00%	
20-4900 Transfers	0.00	0.00	0.00%	
Transfers In Totals	0.00	0.00	0.00%	
Water/Sewer/Trash Income				
20-4100 Miscellaneous Water	100.00	100.00	0.00%	
20-4101 Water Fees	1,143,100.00	1,184,500.00	3.50%	WILDAN STUDY 3% INCREASE
20-4102 Sewer Fees	682,500.00	711,215.00	4.04%	INCREASE IN SEWER RATES
20-4105 Trash	519,750.00	530,750.00	2.07%	
20-4110 Trash Surcharge	0.00	0.00	0.00%	
20-4307 Reconnect Fee	11,191.00	11,191.00	0.00%	
Water/Sewer/Trash Income Totals	2,356,641.00	2,437,756.00	3.33%	
Revenue Totals	2,512,541.00	2,593,656.00	3.13%	

20 - UTILITY FUND Water	2025 Current	2026 Working	% Change	Notes
20-10-5000 Wages Water	150,000.00	150,000.00	0.00%	
20-10-5001 Overtime Water	4,800.00	4,800.00	0.00%	
20-10-5003 Payroll Taxes Water	11,475.00	11,475.00	0.00%	
20-10-5004 Retirement	25,500.00	25,500.00	0.00%	
20-10-5005 Health Insurance	0.00	0.00	0.00%	
20-10-5006 Life & Add Insurance	700.00	700.00	0.00%	
20-10-5007 Workers Comp Insuran	4,700.00	4,700.00	0.00%	
20-10-5008 Twc	4,100.00	4,100.00	0.00%	
20-10-5010 Longevity	1,800.00	1,800.00	0.00%	
20-10-5011 Teladoc Insurance	0.00	0.00	0.00%	
20-10-5013 On Call	2,700.00	2,700.00	0.00%	
20-10-5015 Dental Insurance	0.00	0.00	0.00%	
20-10-5020 Vision Insurance	0.00	0.00	0.00%	
20-10-5030 COVID-19	0.00	0.00	0.00%	
20-10-5100 Supplies	1,700.00	1,700.00	0.00%	
20-10-5106 Postage	0.00	0.00	0.00%	
20-10-5107 Janitorial Supplies	300.00	300.00	0.00%	
20-10-5108 Uniforms	1,000.00	1,000.00	0.00%	
20-10-5109 Office Supplies	0.00	0.00	0.00%	
20-10-5120 Tools	1,000.00	1,000.00	0.00%	
20-10-5160 Process Chemicals	8,600.00	8,600.00	0.00%	
20-10-5235 Drug Testing	0.00	0.00	0.00%	
20-10-5238 Lab Fees	9,100.00	9,100.00	0.00%	
20-10-5298 Tank Cleaning	20,000.00	20,000.00	0.00%	
20-10-5299 Purchased Water	150,000.00	150,000.00	0.00%	
20-10-5400 Utilities (Elec)	32,600.00	38,000.00	14.21%	

20 - UTILITY FUND Water	2025 Current	2026 Working	% Change	Notes
20-10-5401 Telephone/Internet	1,200.00	1,200.00	0.00%	
20-10-5403 Trash	0.00	0.00	0.00%	
20-10-5405 Gas	1,100.00	1,100.00	0.00%	
20-10-5500 Training	2,000.00	2,000.00	0.00%	
20-10-5501 Travel	300.00	300.00	0.00%	
20-10-5505 Safety Program	0.00	0.00	0.00%	
20-10-5600 Vehicle Repair	1,600.00	1,600.00	0.00%	
20-10-5601 System Repair	66,500.00	66,500.00	0.00%	
20-10-5602 Repair & Maint - Equip	12,600.00	12,600.00	0.00%	
20-10-5604 Repair & Maint - Struct	2,100.00	2,100.00	0.00%	
20-10-5605 Repair & Maint - Tank	15,800.00	15,800.00	0.00%	
20-10-5608 Gas/Oil/Lube	5,800.00	5,800.00	0.00%	
20-10-5609 Equipment Rental	1,000.00	1,000.00	0.00%	
20-10-5611 Vehicle & Equipment F	0.00	0.00	0.00%	
20-10-5652 Meters	85,000.00	88,185.00	3.61%	Meter Replacement
20-10-5700 Capital Improvements	0.00	540,000.00	100.00%	Well 2 pump station project
20-10-5701 CDBG	0.00	0.00	0.00%	
20-10-5702 Twdb Grant	0.00	0.00	0.00%	
20-10-5737 Capital Improvement W	0.00	0.00	0.00%	
20-10-5738 Loop For Wter Main E.	0.00	0.00	0.00%	
20-10-5739 100000 Gallons tank o	0.00	0.00	0.00%	
20-10-5740 Water Main Rumph To	0.00	0.00	0.00%	
20-10-5741 Generator Quick Wire	0.00	0.00	0.00%	
20-10-5743 Tank Replacement at	0.00	0.00	0.00%	
20-10-5750 Well # 5 Standpipe Re	0.00	0.00	0.00%	
20-10-5801 Miscellaneous Exp	500.00	500.00	0.00%	

20 - UTILITY FUND Water	2025 Current	2026 Working	% Change	Notes
20-10-5803 Software	0.00	0.00	0.00%	
20-10-5804 Service Fees	10,000.00	61,600.00	83.77%	Fire Hydrant Flow Test/CIP Impact fee Study or can move $51600 to 10-65-5232
20-10-5806 Meter Service Fees	3,000.00	3,000.00	0.00%	
20-10-5807 Prairielands Permit Fe	49,200.00	49,200.00	0.00%	
20-10-5846 Demurrage	1,100.00	1,100.00	0.00%	
20-10-5850 Vehicle Replacement	0.00	0.00	0.00%	
20-10-5860 Hardware Replacemen	1,600.00	1,600.00	0.00%	
20-10-5885 Bad Debt Expense	0.00	0.00	0.00%	
20-10-5886 State Fees	5,500.00	5,500.00	0.00%	
20-10-5900 Depreciation Expense	0.00	0.00	0.00%	
Water Totals	695,975.00	1,296,160.00	46.30%	

20 - UTILITY FUND **Sewer**	2025 Current	2026 Working	% Change	Notes
20-20-5000 Wages Sewer	115,000.00	115,000.00	0.00%	
20-20-5001 Overtime Sewer	4,000.00	4,000.00	0.00%	
20-20-5003 Payroll Taxes Sewer	8,797.50	8,797.50	0.00%	
20-20-5004 Retirement	19,550.00	19,550.00	0.00%	
20-20-5005 Health Insurance	0.00	0.00	0.00%	
20-20-5006 Life & Add Insurance	500.00	500.00	0.00%	
20-20-5007 Workers Comp Insuran	4,800.00	4,800.00	0.00%	
20-20-5008 Twc	2,900.00	2,900.00	0.00%	
20-20-5009 Other Insurance Tmlirp	0.00	0.00	0.00%	
20-20-5010 Longevity	3,800.00	3,800.00	0.00%	
20-20-5011 Teladoc Insurnace	0.00	0.00	0.00%	
20-20-5013 On Call	2,600.00	2,600.00	0.00%	
20-20-5015 Dental Insurance	0.00	0.00	0.00%	
20-20-5030 COVID-19	0.00	0.00	0.00%	
20-20-5100 Supplies	3,200.00	3,200.00	0.00%	
20-20-5108 Uniforms	1,000.00	1,000.00	0.00%	
20-20-5120 Tools	200.00	200.00	0.00%	
20-20-5160 Process Chemicals	2,800.00	2,800.00	0.00%	
20-20-5235 Drug Testing	0.00	0.00	0.00%	
20-20-5400 Utilities (Elec)	15,400.00	20,000.00	23.00%	
20-20-5401 Telephone	1,100.00	1,100.00	0.00%	
20-20-5405 Gas	1,600.00	1,600.00	0.00%	
20-20-5500 Training	1,400.00	1,400.00	0.00%	
20-20-5501 Travel	0.00	0.00	0.00%	
20-20-5505 Safety Program	0.00	0.00	0.00%	
20-20-5600 Vehicle Repair	3,200.00	3,200.00	0.00%	

20 - UTILITY FUND **Sewer**	2025 Current	2026 Working	% Change	Notes
20-20-5601 System Repair	30,500.00	30,500.00	0.00%	
20-20-5602 Repair & Maint - Equip	13,100.00	13,100.00	0.00%	
20-20-5604 Repair & Maint - Struct	100.00	100.00	0.00%	
20-20-5608 Gas/Oil/Lube	4,000.00	4,000.00	0.00%	
20-20-5609 Equipment Rental	1,100.00	1,100.00	0.00%	
20-20-5655 Concrete	1,100.00	1,100.00	0.00%	
20-20-5700 Capital Improvements	0.00	18,000.00	100.00%	SCADA @ Travel Plaza lift Station
20-20-5738 Grand Lift Station (ED	350,000.00	350,000.00	0.00%	
20-20-5739 Stoneview Lift Station	0.00	0.00	0.00%	
20-20-5740 Pipe Bursting (Edap)	0.00	0.00	0.00%	
20-20-5742 Golf Course Lift Station	0.00	0.00	0.00%	
20-20-5801 Miscellaneous Exp	500.00	500.00	0.00%	
20-20-5803 Software	0.00	0.00	0.00%	
20-20-5804 Service Fees	10,500.00	15,000.00	30.00%	cctv sewer system professional services
20-20-5850 Vehicle Replacement	40,000.00	40,000.00	0.00%	
20-20-5886 State Fees	0.00	0.00	0.00%	
Sewer Totals	642,747.50	669,847.50	4.05%	

20 - UTILITY FUND WWTP	2025 Current	2026 Working	% Change	Notes
20-21-5000 Wages Wwtp	115,600.00	115,600.00	0.00%	
20-21-5001 Overtime Wwtp	8,800.00	8,800.00	0.00%	
20-21-5003 Payroll Taxes Wwtp	8,438.80	8,438.80	0.00%	
20-21-5004 Retirement	19,652.00	19,652.00	0.00%	
20-21-5005 Health Insurance	0.00	0.00	0.00%	
20-21-5006 Life & Add Insurance	600.00	600.00	0.00%	
20-21-5007 Workers Comp Insuran	6,000.00	6,000.00	0.00%	
20-21-5008 Twc	4,000.00	4,000.00	0.00%	
20-21-5009 Other Insurance Tmlirp	0.00	0.00	0.00%	
20-21-5010 Longevity	1,400.00	1,400.00	0.00%	
20-21-5011 Teladoc Insurance	0.00	0.00	0.00%	
20-21-5013 On Call	7,400.00	7,400.00	0.00%	
20-21-5015 Dental Insurance	0.00	0.00	0.00%	
20-21-5020 Vision Insurance	0.00	0.00	0.00%	
20-21-5030 COVID-19	0.00	0.00	0.00%	
20-21-5100 Supplies	2,200.00	2,200.00	0.00%	
20-21-5107 Janitorial Supplies	500.00	500.00	0.00%	
20-21-5108 Uniforms	1,100.00	1,100.00	0.00%	
20-21-5109 Office Supplies	0.00	0.00	0.00%	
20-21-5115 Chemical Supplies	26,300.00	26,300.00	0.00%	
20-21-5120 Tools	1,000.00	1,000.00	0.00%	
20-21-5160 Process Chemicals	0.00	0.00	0.00%	
20-21-5202 Engineering	8,000.00	8,000.00	0.00%	
20-21-5235 Drug Testing	0.00	0.00	0.00%	
20-21-5238 Lab Fees	19,000.00	19,000.00	0.00%	
20-21-5259 Sludge Removal	14,000.00	14,000.00	0.00%	

20 - UTILITY FUND WWTP	2025 Current	2026 Working	% Change	Notes
20-21-5300 Bond Payment & Fee	0.00	0.00	0.00%	
20-21-5400 Utilities	69,200.00	66,000.00	-4.85%	
20-21-5401 Telephone	3,000.00	3,000.00	0.00%	
20-21-5402 Internet	0.00	0.00	0.00%	
20-21-5421 Street Lighting	0.00	0.00	0.00%	
20-21-5500 Training	1,000.00	1,000.00	0.00%	
20-21-5501 Travel	0.00	0.00	0.00%	
20-21-5505 Safety Program	0.00	0.00	0.00%	
20-21-5600 Vehicle Repair	1,200.00	1,200.00	0.00%	
20-21-5601 System Repair	60,000.00	60,000.00	0.00%	
20-21-5602 Repair & Maint - Equip	4,200.00	4,200.00	0.00%	
20-21-5604 Repair & Maint - Struct	10,000.00	10,000.00	0.00%	
20-21-5605 Repair & Maint - Tank	0.00	0.00	0.00%	
20-21-5608 Gas/Oil/Lube	4,300.00	4,300.00	0.00%	
20-21-5609 Equipment Rental	1,100.00	1,100.00	0.00%	
20-21-5700 Capital Improvements	0.00	0.00	0.00%	
20-21-5702 Wwtp Expansion Grant	26,580.00	157,500.00	83.12%	Local Funds for EDAP Grant WWTP Improvements
20-21-5708 Replacement Mower	0.00	0.00	0.00%	
20-21-5801 Miscellaneous Exp	0.00	0.00	0.00%	
20-21-5803 Software	0.00	0.00	0.00%	
20-21-5804 Service Fees	4,700.00	7,500.00	37.33%	
20-21-5846 Demurrage	0.00	0.00	0.00%	
20-21-5850 Vehicle Replacement	0.00	0.00	0.00%	
20-21-5860 Hardware Replacemen	2,000.00	2,000.00	0.00%	
20-21-5886 State Fees	7,700.00	7,700.00	0.00%	

20 - UTILITY FUND **WWTP**	2025 Current	2026 Working	% Change	Notes
WWTP Totals	438,970.80	569,490.80	22.92%	

20 - UTILITY FUND Sanitation	2025 Current	2026 Working	% Change	Notes
20-45-5030 COVID-19	0.00	0.00	0.00%	
20-45-5403 Trash Pickup	472,500.00	472,500.00	0.00%	
Sanitation Totals	472,500.00	472,500.00	0.00%	

20 - UTILITY FUND **Non Departmental**	2025 Current	2026 Working	% Change	Notes
20-65-5106 Postage	7,400.00	7,400.00	0.00%	
20-65-5109 Office Supplies	1,100.00	1,100.00	0.00%	
20-65-5110 Utility Billing Cards	3,200.00	3,200.00	0.00%	
20-65-5200 Audit	12,100.00	12,100.00	0.00%	
20-65-5223 Accounting System & S	0.00	0.00	0.00%	
20-65-5224 It	0.00	0.00	0.00%	
20-65-5225 Utility Billing System&S	12,000.00	12,000.00	0.00%	
20-65-5226 Cpa	3,200.00	3,200.00	0.00%	
20-65-5229 Bank Services Fee	100.00	100.00	0.00%	
20-65-5232 Impact Fee Study	0.00	0.00	0.00%	
20-65-5300 Bond Payment & Fee	235,960.00	235,960.00	0.00%	
20-65-5748 Certification Pay	5,000.00	5,000.00	0.00%	
20-65-5801 Miscellaneous Exp	0.00	0.00	0.00%	
20-65-5860 Hardware Replacemen	6,000.00	6,000.00	0.00%	
20-65-5872 5% Franchise Fee To	0.00	0.00	0.00%	
20-65-5873 Contingency	0.00	0.00	0.00%	
Non Departmental Totals	286,060.00	286,060.00	0.00%	
Expense Totals	2,536,253.30	3,294,058.30	23.01%	

30 - CVB HOTEL/MOTEL	2025 Current	2026 Working	% Change
Revenue Summary			
Fines, Fees & Forfeitures	35,100.00	35,000.00	-0.28%
Interest Income	0.00	0.00	0.00%
Other Revenue Sources	(100.00)	0.00	-100.00%
Property & Sales Tax	400,000.00	400,000.00	0.00%
Transfers In	10,000.00	10,000.00	0.00%
Revenue Totals	445,000.00	445,000.00	0.00%
Expense Summary			
Capital	10,000.00	8,000.00	-20.00%
Community Programs & Donations	0.00	0.00	0.00%
Dues & Subscriptions	5,500.00	5,500.00	0.00%
Fines, Fees & Taxes	500.00	500.00	0.00%
Lease & Rent Expense	0.00	0.00	0.00%
Not categorized	139,035.00	112,950.00	-18.76%
Office & Supplies	1,000.00	1,000.00	0.00%
Other Expenses	98,000.00	136,800.00	39.59%
Personnel & Payroll	172,125.00	207,910.00	20.79%
Repairs & Maintenance	18,500.00	13,500.00	-27.03%
Transfers Out	0.00	0.00	0.00%
Expense Totals	444,660.00	486,160.00	9.33%

30 - CVB HOTEL/MOTEL	2025 Current	2026 Working	% Change	Notes
Fines, Fees & Forfeitures				
30-4201 Event Permits	0.00	0.00	0.00%	
30-4300 CVB Events	35,100.00	35,000.00	-0.29%	
Fines, Fees & Forfeitures Totals	35,100.00	35,000.00	-0.29%	
Interest Income				
30-4500 Interest Income	0.00	0.00	0.00%	
Interest Income Totals	0.00	0.00	0.00%	
Other Revenue Sources				
30-4200 Ad Income	(100.00)	0.00	100.00%	
30-4400 Grant Refunds	0.00	0.00	0.00%	
Other Revenue Sources Totals	(100.00)	0.00	100.00%	
Property & Sales Tax				
30-4003 Hotel Occupancy Tax	400,000.00	400,000.00	0.00%	
Property & Sales Tax Totals	400,000.00	400,000.00	0.00%	
Transfers In				
30-4710 Transfer In	10,000.00	10,000.00	0.00%	
Transfers In Totals	10,000.00	10,000.00	0.00%	
Revenue Totals	445,000.00	445,000.00	0.00%	

30 - CVB HOTEL/MOTEL CVB	2025 Current	2026 Working	% Change	Notes
30-70-5000 Wages CVB	115,415.00	151,200.00	23.67%	
30-70-5003 Payroll Taxes CVB	10,710.00	10,710.00	0.00%	
30-70-5004 Retirement	23,800.00	23,800.00	0.00%	
30-70-5005 Health Insurance	19,200.00	19,200.00	0.00%	
30-70-5006 Life & Add Insurance	1,000.00	1,000.00	0.00%	
30-70-5007 Workers Comp Insuran	500.00	500.00	0.00%	
30-70-5008 Twc	1,000.00	1,000.00	0.00%	
30-70-5009 Other Insurance Tmlirp	500.00	500.00	0.00%	
30-70-5010 Longevity	0.00	0.00	0.00%	
30-70-5011 Teladoc Insurance	0.00	0.00	0.00%	
30-70-5015 Dental Insurance	0.00	0.00	0.00%	
30-70-5020 Vision Insurance	0.00	0.00	0.00%	
30-70-5030 COVID-19	0.00	0.00	0.00%	
30-70-5100 Supplies	0.00	0.00	0.00%	
30-70-5106 Postage	2,000.00	2,500.00	20.00%	
30-70-5107 Janitorial Supplies	600.00	600.00	0.00%	
30-70-5108 Uniforms	250.00	250.00	0.00%	
30-70-5109 Office Supplies	3,000.00	3,000.00	0.00%	
30-70-5210 Advertising	75,685.00	40,000.00	-89.21%	
30-70-5211 Tourism Promotion	19,900.00	30,000.00	33.67%	
30-70-5212 Print Materials	5,000.00	10,000.00	50.00%	
30-70-5213 Billboards	0.00	3,600.00	100.00%	$300 per month share with county
30-70-5214 Radio	0.00	18,000.00	100.00%	
30-70-5220 Social Media Content	0.00	25,000.00	100.00%	
30-70-5221 Influencer	0.00	3,000.00	100.00%	
30-70-5224 It Support	1,000.00	1,000.00	0.00%	

30 - CVB HOTEL/MOTEL CVB	2025 Current	2026 Working	% Change	Notes
30-70-5225 Janitorial Services	2,700.00	2,700.00	0.00%	
30-70-5228 Website/Email Manage	15,000.00	10,000.00	-50.00%	
30-70-5400 Utilities	0.00	0.00	0.00%	
30-70-5401 Telephone	1,500.00	1,500.00	0.00%	
30-70-5402 Internet	1,500.00	1,500.00	0.00%	
30-70-5403 Electric	1,200.00	1,200.00	0.00%	
30-70-5404 Water	1,200.00	1,200.00	0.00%	
30-70-5405 Gas	0.00	0.00	0.00%	
30-70-5500 Training	3,000.00	6,000.00	50.00%	Outreach
30-70-5501 Travel	3,000.00	4,000.00	25.00%	
30-70-5600 Vehicle Repair	0.00	0.00	0.00%	
30-70-5601 System Repair	0.00	0.00	0.00%	
30-70-5602 Repair & Maint - Equip	1,500.00	1,500.00	0.00%	
30-70-5603 Equipment	0.00	0.00	0.00%	
30-70-5604 Rent Repair & Maint -	6,000.00	6,000.00	0.00%	
30-70-5608 Gas/Oil/Lube	0.00	0.00	0.00%	
30-70-5609 Equipment Rental	0.00	0.00	0.00%	
30-70-5700 HOT Approved Project	17,000.00	12,000.00	-41.67%	
30-70-5760 Branding and Merchan	10,000.00	12,000.00	16.67%	
30-70-5761 Hospitality	7,000.00	7,000.00	0.00%	
30-70-5762 Videos and Photograph	7,000.00	2,500.00	-180.00%	
30-70-5763 Music Content and Jin	8,000.00	1,000.00	-700.00%	
30-70-5770 Subscriptions and Tool	3,000.00	3,000.00	0.00%	
30-70-5771 Tourism Development	9,000.00	9,000.00	0.00%	
30-70-5800 Dues & Subscriptions	2,500.00	2,500.00	0.00%	
30-70-5801 Miscellaneous Exp	10,000.00	8,000.00	-25.00%	

30 - CVB HOTEL/MOTEL CVB	2025 Current	2026 Working	% Change	Notes
30-70-5803 Software	1,000.00	1,000.00	0.00%	
30-70-5804 Service Fees	500.00	500.00	0.00%	
30-70-5818 Transfer to county	0.00	0.00	0.00%	
30-70-5820 Admin	0.00	0.00	0.00%	
30-70-5830 Arts & Historical Fundin	0.00	0.00	0.00%	
30-70-5850 Project Applications	0.00	0.00	0.00%	
30-70-5860 Hardware Replacemen	1,500.00	1,500.00	0.00%	
30-70-5873 Contingency	0.00	0.00	0.00%	
30-70-5875 HOT Fund Grants	7,000.00	700.00	-900.00%	
30-70-5877 Events	45,000.00	45,000.00	0.00%	
CVB Totals	444,660.00	486,160.00	8.54%	
Expense Totals	444,660.00	486,160.00	8.54%	

40 - PARKS FUND	2025 Current	2026 Working	% Change
Revenue Summary			
Fines, Fees & Forfeitures	0.00	0.00	0.00%
Grants & Donations	0.00	0.00	0.00%
Interest Income	0.00	0.00	0.00%
Lease & Rent Income	0.00	0.00	0.00%
Other Revenue Sources	0.00	0.00	0.00%
Transfers In	0.00	0.00	0.00%
Water/Sewer/Trash Income	0.00	0.00	0.00%
Revenue Totals	0.00	0.00	0.00%
Expense Summary			
Capital	0.00	0.00	0.00%
Community Programs & Donations	0.00	0.00	0.00%
Dues & Subscriptions	0.00	0.00	0.00%
Fines, Fees & Taxes	0.00	0.00	0.00%
Lease & Rent Expense	0.00	0.00	0.00%
Not categorized	0.00	0.00	0.00%
Office & Supplies	0.00	0.00	0.00%
Personnel & Payroll	0.00	0.00	0.00%
Repairs & Maintenance	0.00	0.00	0.00%
Expense Totals	0.00	0.00	0.00%

40 - PARKS FUND	2025 Current	2026 Working	% Change	Notes
Fines, Fees & Forfeitures				
40-4315 Laundry	0.00	0.00	0.00%	
40-4333 Swimming Pool Fees	0.00	0.00	0.00%	
40-4335 Deposit Refund Fees	0.00	0.00	0.00%	
40-4337 Extra Vehicle Fees	0.00	0.00	0.00%	
40-4338 Cancellation Fees	0.00	0.00	0.00%	
40-4339 Dry Camp Fee	0.00	0.00	0.00%	
40-4340 Grill Rental	0.00	0.00	0.00%	
40-4399 Discount On Sales	0.00	0.00	0.00%	
Fines, Fees & Forfeitures Totals	0.00	0.00	0.00%	
Grants & Donations				
40-2070 Payable From Grant	0.00	0.00	0.00%	
40-4708 Store Sales	0.00	0.00	0.00%	
Grants & Donations Totals	0.00	0.00	0.00%	
Interest Income				
40-4500 Interest Income	0.00	0.00	0.00%	
Interest Income Totals	0.00	0.00	0.00%	
Lease & Rent Income				
40-4600 Cabin Rental	0.00	0.00	0.00%	
40-4603 Tent Spaces	0.00	0.00	0.00%	
40-4604 Day Building	0.00	0.00	0.00%	
Lease & Rent Income Totals	0.00	0.00	0.00%	

40 - PARKS FUND	2025 Current	2026 Working	% Change	Notes
Other Revenue Sources				
40-4601 Rv Spaces	0.00	0.00	0.00%	
40-4700 Miscellaneous Income	0.00	0.00	0.00%	
40-4706 Propane Sales	0.00	0.00	0.00%	
Other Revenue Sources Totals	0.00	0.00	0.00%	
Transfers In				
40-4710 Transfer In	0.00	0.00	0.00%	
40-4900 Transfer In From General	0.00	0.00	0.00%	
Transfers In Totals	0.00	0.00	0.00%	
Water/Sewer/Trash Income				
40-4309 Dump Fee	0.00	0.00	0.00%	
Water/Sewer/Trash Income Totals	0.00	0.00	0.00%	
Revenue Totals	0.00	0.00	0.00%	

40 - PARKS FUND Oakdale Park	2025 Current	2026 Working	% Change	Notes
40-98-5000 Wages Oakdale	0.00	0.00	0.00%	
40-98-5001 Overtime Oakdale	0.00	0.00	0.00%	
40-98-5002 Salary Seasonal	0.00	0.00	0.00%	
40-98-5003 Payroll Taxes Oakdale	0.00	0.00	0.00%	
40-98-5004 Retirement	0.00	0.00	0.00%	
40-98-5005 Health Insurance	0.00	0.00	0.00%	
40-98-5006 Life & Add Insurance	0.00	0.00	0.00%	
40-98-5007 Workers Comp Insuran	0.00	0.00	0.00%	
40-98-5008 Twc	0.00	0.00	0.00%	
40-98-5009 Other Insurance Tmlirp	0.00	0.00	0.00%	
40-98-5010 Longevity	0.00	0.00	0.00%	
40-98-5011 Teladoc Insurance	0.00	0.00	0.00%	
40-98-5020 Vision Insurance	0.00	0.00	0.00%	
40-98-5030 COVID-19	0.00	0.00	0.00%	
40-98-5100 Supplies	0.00	0.00	0.00%	
40-98-5102 Store Supplies	0.00	0.00	0.00%	
40-98-5103 Snack Bar Supplies	0.00	0.00	0.00%	
40-98-5104 Linens	0.00	0.00	0.00%	
40-98-5105 Pool Supplies	0.00	0.00	0.00%	
40-98-5106 Postage	0.00	0.00	0.00%	
40-98-5107 Janitorial Supplies	0.00	0.00	0.00%	
40-98-5108 Uniforms	0.00	0.00	0.00%	
40-98-5109 Office Supplies	0.00	0.00	0.00%	
40-98-5110 Propane	0.00	0.00	0.00%	
40-98-5120 Tools	0.00	0.00	0.00%	
40-98-5200 Audit	0.00	0.00	0.00%	

40 - PARKS FUND Oakdale Park	2025 Current	2026 Working	% Change	Notes
40-98-5203 Contract Labor	0.00	0.00	0.00%	
40-98-5204 Online Booking & Web	0.00	0.00	0.00%	
40-98-5205 Annual Bmi License	0.00	0.00	0.00%	
40-98-5206 Pesticide Services	0.00	0.00	0.00%	
40-98-5210 Advertising	0.00	0.00	0.00%	
40-98-5211 Promotions	0.00	0.00	0.00%	
40-98-5300 Bond Payment & Fee	0.00	0.00	0.00%	
40-98-5400 Utilities	0.00	0.00	0.00%	
40-98-5401 Telephone	0.00	0.00	0.00%	
40-98-5402 Internet	0.00	0.00	0.00%	
40-98-5500 Training	0.00	0.00	0.00%	
40-98-5501 Travel	0.00	0.00	0.00%	
40-98-5600 Vehicle Repair	0.00	0.00	0.00%	
40-98-5601 System Repair	0.00	0.00	0.00%	
40-98-5602 Repair & Maint - Equip	0.00	0.00	0.00%	
40-98-5603 Recreational Equipmen	0.00	0.00	0.00%	
40-98-5604 Repair & Maint - Struct	0.00	0.00	0.00%	
40-98-5606 Pool Maint	0.00	0.00	0.00%	
40-98-5607 Landscaping	0.00	0.00	0.00%	
40-98-5608 Gas/Oil/Lube	0.00	0.00	0.00%	
40-98-5609 Equipment Rental	0.00	0.00	0.00%	
40-98-5610 Streets	0.00	0.00	0.00%	
40-98-5700 Capital Improvements	0.00	0.00	0.00%	
40-98-5703 Skating Project	0.00	0.00	0.00%	
40-98-5704 Pool Chemical Bldg	0.00	0.00	0.00%	
40-98-5705 Laundry Change & Soa	0.00	0.00	0.00%	

40 - PARKS FUND Oakdale Park	2025 Current	2026 Working	% Change	Notes
40-98-5706 Recreational Rental Eq	0.00	0.00	0.00%	
40-98-5707 Women's Bathroom Re	0.00	0.00	0.00%	
40-98-5709 Finish Front Of Storage	0.00	0.00	0.00%	
40-98-5710 Diving Board	0.00	0.00	0.00%	
40-98-5711 Oakdale Park Painting	0.00	0.00	0.00%	
40-98-5712 Swimming Pool Project	0.00	0.00	0.00%	
40-98-5713 Reebuild Pool Deck	0.00	0.00	0.00%	
40-98-5714 Park Entrance	0.00	0.00	0.00%	
40-98-5715 Wall & Fence Contract	0.00	0.00	0.00%	
40-98-5716 Propane Fill Station	0.00	0.00	0.00%	
40-98-5737 Edc Funded Project	0.00	0.00	0.00%	
40-98-5739 Misc Capital Projects	0.00	0.00	0.00%	
40-98-5800 Dues & Subscriptions	0.00	0.00	0.00%	
40-98-5801 Miscellaneous Exp	0.00	0.00	0.00%	
40-98-5802 Park Development & E	0.00	0.00	0.00%	
40-98-5803 Software	0.00	0.00	0.00%	
40-98-5804 Service Fees- Credit C	0.00	0.00	0.00%	
40-98-5850 Vehicle Replacement	0.00	0.00	0.00%	
40-98-5860 Hardware Replacemen	0.00	0.00	0.00%	
40-98-5895 Playground/Equipment	0.00	0.00	0.00%	
Oakdale Park Totals	0.00	0.00	0.00%	
Expense Totals	0.00	0.00	0.00%	

70 - COURT	2025 Current	2026 Working	% Change
Revenue Summary			
Fines, Fees & Forfeitures	6,500.00	6,500.00	0.00%
Interest Income	400.00	400.00	0.00%
Other Revenue Sources	0.00	0.00	0.00%
Transfers In	0.00	0.00	0.00%
Revenue Totals	6,900.00	6,900.00	0.00%
Expense Summary			
Fines, Fees & Taxes	0.00	0.00	0.00%
Not categorized	0.00	0.00	0.00%
Expense Totals	0.00	0.00	0.00%

70 - COURT	2025 Current	2026 Working	% Change	Notes
Fines, Fees & Forfeitures				
70-4308 Local Truancy Prevention	2,300.00	2,300.00	0.00%	
70-4311 Municipal Jury Funds	0.00	0.00	0.00%	
70-4312 Municipal Court Technolog	1,900.00	1,900.00	0.00%	
70-4314 Municipal Court Building S	2,300.00	2,300.00	0.00%	
Fines, Fees & Forfeitures Totals	6,500.00	6,500.00	0.00%	
Interest Income				
70-4500 Interest Income	400.00	400.00	0.00%	
Interest Income Totals	400.00	400.00	0.00%	
Other Revenue Sources				
70-4601 Misc Rev	0.00	0.00	0.00%	
Other Revenue Sources Totals	0.00	0.00	0.00%	
Transfers In				
70-4710 Transfer In From Court Se	0.00	0.00	0.00%	
70-4716 Transfer in from Jury Fund	0.00	0.00	0.00%	
70-4900 Transfer in from Court Tec	0.00	0.00	0.00%	
70-4901 Transfer in from Jury Fund	0.00	0.00	0.00%	
Transfers In Totals	0.00	0.00	0.00%	
Revenue Totals	6,900.00	6,900.00	0.00%	

70 - COURT Municipal Court	2025 Current	2026 Working	% Change	Notes
70-80-5101 Bank Service Charges	0.00	0.00	0.00%	
70-80-5806 Jury Reimbursements	0.00	0.00	0.00%	
70-80-5835 Court Technology Purc	0.00	0.00	0.00%	
70-80-5836 Court Security	0.00	0.00	0.00%	
70-80-5842 Truancy and Preventio	0.00	0.00	0.00%	
Municipal Court Totals	0.00	0.00	0.00%	
Expense Totals	0.00	0.00	0.00%	

80 - CAPITAL PROJECTS	2025 Current	2026 Working	% Change
Expense Summary			
Capital	5,607,000.00	2,609,510.50	-53.46%
Legal & Professional Fees	0.00	0.00	0.00%
Expense Totals	5,607,000.00	2,609,510.50	-53.46%

80 - CAPITAL PROJECTS Capital Projects - General F	2025 Current	2026 Working	% Change	Notes
80-10-5504 Capital Projects	3,180,000.00	2,500,000.00	-27.20%	current budget remaining 2,416,693.21
Capital Projects - General Fund Tot	3,180,000.00	2,500,000.00	-27.20%	

80 - CAPITAL PROJECTS Capital Projects - Utility Fu	2025 Current	2026 Working	% Change	Notes
80-20-5504 Capital Projects	2,427,000.00	109,510.50	-2116.23%	
Capital Projects - Utility Fund Totals	2,427,000.00	109,510.50	-2116.23%	

80 - CAPITAL PROJECTS Capital Project	2025 Current	2026 Working	% Change	Notes
80-80-5726 Bryan St Drainage Stu	0.00	0.00	0.00%	
Capital Project Totals	0.00	0.00	0.00%	
Expense Totals	5,607,000.00	2,609,510.50	-114.87%	

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Consider approval or other action regarding the minutes of the August 12, 2025, Regular City Council Meeting, August 18, 2025, Special City Council Meeting, and August 26, 2025, Regular City Council Meeting		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	09/02/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

MINUTES OF THE CITY OF GLEN ROSE REGULAR CITY COUNCIL MEETING

Tuesday, August 12, 2025, at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, August 12, 2025, in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043, at 5:30 PM to consider the following items of business:

A live stream of this meeting is available on the City's YouTube page.

CALL TO ORDER
Mayor Joe Boles called the meeting to order at 5:30 p.m.

INVOCATION
Councilmember George Freas led the invocation.

PLEDGES OF ALLEGIANCE
Mayor Boles led the Pledge of Allegiance to the United States and Texas Flags.

ROLL CALL

Council Present
Joe Boles, Mayor
Stuart Mann, Mayor Pro Tem
George Freas, Councilmember
Candace Scholz, Councilmember(via Phone)
Lauri Mapes, Councilmember
Richard Bruning, Councilmember

Staff Present
Troy Hill, City Administrator
Veronica Welch, City Secretary
Jim Holder, Public Works Director
Tex Toler, CVB Director
Buck Martin, Police Chief
Colby Giles, Police Officer
Traci Niedziela, Tourism Brand Manager
Christy Wilson, Lead Animal Control Officer

CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*
No Citizen or Visitor comments.

ANNOUNCEMENTS AND PRESENTATIONS
No announcements or presentations.

INDIVIDUAL ITEMS FOR CONSIDERATION

1. Discussion, consideration, and possible action regarding the City of Glen Rose benefits package for Plan Year 2025-2026
   Mitchell Rose, from Clark Adamson, gave an overview and explanation of the proposed employee benefits package for the plan year 2025-2026. Veronica Welch, City Secretary, suggested that the City switch from Blue Cross Blue Shield to Aetna due to costs and savings for the new fiscal year. MOTION by George Freas and SECOND by Stuart Mann to approve the benefits package with Aetna as the primary for the plan year 2025-2026 as presented. MOTION CARRIED by unanimous vote.

2. Discussion, consideration, and possible action regarding budget and items requested to fulfill Fire Marshall duties with the Somervell County Fire Department
Interim Fire Chief Steve Willis provided an overview of the expenses for Fire Marshal services to the City. He requested that the City budget for several items to support these services.
NO action on this item.

3. Discussion, consideration, and possible action regarding the Wildan presentation
Jason Grey from Wildan gave a presentation on the water rate study done for the City of Glen Rose.
MOTION by George Freas and **SECOND** by Richard Bruning to adopt the proposed rate rounding down to the nearest ten cents. **MOTION CARRIED** by unanimous vote.

Mayor Boles moved up agenda item 11

11. Discussion, consideration, and possible action regarding the public parking lot by Baked and Sexton Mill
A discussion was held regarding the public parking lot owned by the City on the corner of Walnut Street and Grace Street.
NO action was taken.

ITEMS REQUIRING PUBLIC HEARINGS

Veronica Welch, City Secretary, read the public hearing item.
Mayor Boles opened the public hearing at 7:01 p.m.

4. Public hearing regarding recommendations for amending Ordinance 4.09.003(b) Inspections, Permits and Fee and 4.09.005 Distance Regulations for Mobile Food Vendors
Pam Streeter from the Planning and Zoning committee explained the reasons to change the ordinances for the distance regulations and the background checks for mobile food vendors.

Mayor Boles closed the public hearing at 7:04 p.m.

INDIVIDUAL ITEMS FOR CONSIDERATION

6. Discussion, consideration, and possible action regarding the recommendations for amending Ordinance 4.09.003(b) Inspections, Permits and Fees (Ordinance No. 2025-O-18) and 4.09.005 Distance Regulations for Mobile Food Vendors (Ordinance No. 2025-O-19)
MOTION by George Freas and **SECOND** by Stuart Mann to accept the ordinance changes and adoption ordinances 2025-O-18 and 2025-O-19. **MOTION CARRIED** by unanimous vote.

ITEMS REQUIRING PUBLIC HEARINGS

Veronica Welch, City Secretary, read the public hearing item.
Mayor Boles opened the public hearing at 7:08 p.m.

5. Public hearing regarding recommendations for amending 14.02.042 R-1 Single-Family Residential District related to setback requirements
Pam Streeter from the Planning and Zoning Committee explained the reasons to change the ordinance related to setback requirements.

Mayor Boles closed the public hearing at 7:09 p.m.

INDIVIDUAL ITEMS FOR CONSIDERATION

7. Discussion, consideration, and possible action regarding the recommendations for amending 14.02.042 R-1 Single-Family Residential District related to setback requirements and approving Ordinance No. 2025-O-20
   MOTION by Richard Bruning and **SECOND** by Lauri Mapes to approve Ordinance No. 2025-O-20 as presented. **MOTION CARRIED** by unanimous vote.

8. Discussion, consideration, and possible action regarding the adoption of the City of Glen Rose Maximum Proposed Tax Rate for 2025
   MOTION by George Freas, **SECOND** by Richard Bruning, to set the Maximum Proposed Tax Rate for 2025 at 0.27 per $100 valuation. MOTION CARRIED by unanimous vote.

9. Discussion, consideration, and possible action regarding setting the time, date, and location of a Public Hearing on the 2025 Maximum Proposed Tax Rate
   MOTION by George Freas and **SECOND** by Stuart Mann to set the date for the Public Hearing on September 9th, 2025, meeting.

10. Discussion, consideration, and possible action regarding the adoption of Ordinance No. 2025-O-17, Franchise Agreement between Atmos Energy and the City of Glen Rose
    NO action on this item.

12. Discussion, consideration, and possible action regarding Resolution No. 2025-R-12 to amend the current personnel policies
    MOTION by George Freas and **SECOND** by Richard Bruning to **TABLE** this item. **MOTION CARRIED** by unanimous vote.

13. Discussion, consideration, and possible action on Resolution 2025-R-13 regarding the adoption of a Procurement Policy for the City of Glen Rose
    MOTION by George Freas and **SECOND** by Richard Bruning to adopt Resolution 2025-R-13 regarding the Procurement Policy for the City of Glen Rose. **MOTION CARRIED** by unanimous vote.

14. Discussion, consideration, and possible action regarding an off-duty officer performing the morning traffic control during the 2025-2026 school year
    MOTION by Stuart Mann and **SECOND** by George Freas to have an off-duty officer perform the morning traffic control duties during the 2025-2026 school year and place money in the budget for 180 days. **MOTION CARRIED** by unanimous vote.

15. Discussion, consideration, and possible action regarding engineering services for the walking bridge
    MOTION by George Freas and **SECOND** by Lauri Mapes to engage with engineering firms to gain bids for a possible walking bridge. **MOTION CARRIED** by unanimous vote.

16. Discussion, consideration, and possible action regarding the concerning Oncor Transmission Line
    MOTION by Stuart Mann and **SECOND** by Candace Scholz to approve the Resolution No. 2025-R-14 regarding the Oncor Transmission Line. **MOTION CARRIED** by unanimous vote.

17. Discussion, consideration, and possible action regarding the air transportation benefit for the Mayor and Council
    MOTION by Richard Bruning and **SECOND** by George Freas to approve the air transportation benefit for the Mayor and Council. **MOTION CARRIED** by unanimous vote.

CONSENT AGENDA *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

18. *Consider approval or other action regarding the* minutes of the July 8, 2025, Regular City Council Meeting

19. Consider approval or other action regarding the accounts payable report for July 2025

20. Consider approval or other action regarding the financial report for July 2025

21. Discussion, consideration, and possible action regarding a request for a Special Alcohol Usage Permit for the Glen Rose Wine and Art Festival

23. Consider approval or other action regarding the job description for the Tourism Specialist
MOTION by George Freas and **SECOND** by Lauri Mapes to accept the consent agenda except item 22 as presented. **MOTION CARRIED** by unanimous vote.

Item 22 was removed from the Consent Agenda at the request of George Freas.

22. Discussion, consideration, and possible action regarding a request for street closures for the Glen Rose Wine and Art Festival
MOTION by George Freas and **SECOND** by Stuart Mann to approve the street closures for the Glen Rose Wine and Art Festival to be held on October 10 and 11th as presented. **MOTION CARRIED** by unanimous vote.

STAFF REPORTS

24. Public Works Director Report

25. Police Chief Report

26. Building and Planning Department Report

27. Code Enforcement and Animal Control Report

28. Convention and Visitors Bureau Director Report

29. City Secretary's Report

30. City Administrator's Report

MAYOR AND COUNCIL MEMBER REPORTS
Richard Bruning asked for a moment of silence to honor Kaine Popejoy, a Somervell County Firefighter, who lost his battle with cancer and passed away.

EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

31. **Section 551.074 Personnel Matters** - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **City Administrator**

32. **Section 551.071 Consultation with Attorney** – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: **Interlocal Agreements**

33. **Section 551.072** ***Deliberations Regarding Real Property***

34. **Section 551.074 Personnel Matters** - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **Animal Control**

Mayor Boles adjourned the regular session at 8:27 p.m. and reconvened into executive session at 8:33 p.m.
Mayor Boles adjourned the executive session at 9:35 p.m. and reconvened into regular session at 9:34 p.m.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

35. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – City Administrator

MOTION by George Freas and **SECOND** by Stuart Mann to accept the resignation of Troy Hill, City Administrator. **MOTION CARRIED** by the following votes:
AYES: George Freas, Stuart Mann, Candace Scholz, Lauri Mapes
NOES: Richard Bruning

36. Discussion, consideration, and possible action regarding matters discussed in Executive Session - Section 551.071 Consultation with Attorney – Interlocal Agreements
NO action on this item.

37. Discussion, consideration, and possible action regarding items discussed in Executive Session - Section 551.072 *Deliberations Regarding Real Property*
NO action on this item.

38. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – Animal Control
NO action on this item.

ADJOURN
Mayor Boles adjourned the meeting at 9:36 p.m.

Note: The Glen Rose City Council may convene into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Veronica Welch, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted at or before 05:00 PM on Wednesday, August 06, 2025, and remained posted for at least two hours after said meeting was convened.

APPROVED:

_____

Joe Boles, Mayor

ATTEST:

_____

Veronica Welch, City Secretary

MINUTES OF THE CITY OF GLEN ROSE SPECIAL CITY COUNCIL MEETING

Monday, August 18, 2025, at 5:30 PM

The City Council of the City of Glen Rose met in a Special Meeting on Monday, August 18, 2025, in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043, at 5:30 PM to consider the following items of business:

City Hall will be open to the public.
A live stream of the meeting can be found on the City's YouTube channel.

CALL TO ORDER
Mayor Joe Boles called the meeting to order at 5:30 p.m.

INVOCATION
Mayor Boles led the invocation.

PLEDGES OF ALLEGIANCE
Mayor Boles led the Pledge of Allegiance to the United States and Texas flags.

ROLL CALL

Council Members Present
Joe Boles, Mayor
Stuart Mann, Mayor Pro Tem
Richard Bruning, Councilmember
Candace Scholz, Councilmember
Lauri Mapes, Councilmember

Staff Present
Veronica Welch, City Secretary
Jim Holder, Public Works Director
Buck Martin, Police Chief

Absent at Roll Call
George Freas, Councilmember

CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*

Sheyenne Edwards spoke regarding the dismissal of the City Administrator and thanked the Mayor for removing the City Administrator following the City Council's acceptance of his resignation. She stated that the Council could not be confident of what the city would be subjected to if the resignation is not accepted immediately.

Brenda Ransom thanked the Council for making an effort to stand up for the merchants. She stated that she felt disrespected by the previous Administrator and felt that her opinions were irrelevant. She said that she did not trust that individual and hopes to be able to trust the Council. Mrs. Ransom once again thanked the Council for their efforts and said that she wants the merchants to be listened to and not play favorites to certain merchants.

Ann Carver discussed Barnard's Mill being the oldest tourism site in Glen Rose and stated that the prior City Administrator had told her it did not matter. She spoke about the rich history that Barnards Mill had. Ms. Carver stated that Glen Rose is a Type A city, run by the City Council, and the Administrator is only allowed to do what is directed by the Council. She thanked the Mayor for letting the City Administrator go immediately. She again stated that it is the Council's job to run the city and not the City Administrator.

George Freas arrived at 5:44 p.m.

EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

1. **Section 551.074 Personnel Matters** - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **City Administrator**

2. **Section 551.074 Personnel Matters** - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit**: Interim City Administrator**

Mayor Boles adjourned the Regular Session at 5:41 p.m. and reconvened into Executive Session at 5:46 p.m.

Mayor Boles adjourned the Executive Session at 6:37 p.m. and reconvened into Regular Session at 6:38 p.m.

ACTION TAKEN ON ITEMS DISCUSSSED IN EXECUTIVE SESSION, IF NECESSARY

3. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – City Administrator
   NO action taken on this item.

4. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – Interim City Administrator
   MOTION by Lauri Mapes and **SECOND** by Candace Scholz to appoint Jim Holder as the Interim City Administrator. **MOTION CARRIED** by unanimous vote.

ADJOURN
Mayor Boles adjourned the meeting at 6:40 p.m.

Note: The Glen Rose City Council may convene into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Veronica Welch, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date and time: **Thursday, August 14, 2025, by 05:00 PM** and remained posted for at least two hours after said meeting was convened.

APPROVED:

Joe Boles, Mayor

ATTEST:

Veronica Welch, City Secretary

MINUTES OF THE CITY OF GLEN ROSE REGULAR CITY COUNCIL MEETING

Tuesday, August 26, 2025 at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, August 26, 2025 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 5:30 PM to consider the following items of business:

A live stream of this meeting is available on the City's YouTube page.

CALL TO ORDER
Mayor Joe Boles called the meeting to order at 5:30 p.m.

INVOCATION
Mayor Boles led the invocation.

PLEDGES OF ALLEGIANCE
Mayor Boles led the Pledge of Allegiance to the United States and Texas Flag.

ROLL CALL

Councilmembers Present	***Staff Present***
Joe Boles, Mayor	Jim Holder, Interim City Administrator
Stuart Mann, Mayor Pro Tem	Veronica Welch, City Secretary
George Freas, Councilmember	Buck Martin, Police Chief
Candace Scholz, Councilmember	Alison Couch, Building Official
Lauri Mapes, Councilmember	Tex Toler, CVB Director
	Traci Niedziela, CVB Department

Richard Bruning absent at time of Roll Call.

CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*
No Citizen or Visitor comments.

ANNOUNCEMENTS AND PRESENTATIONS
No announcements or presentations.

INDIVIDUAL ITEMS FOR CONSIDERATION

Councilmember Rich Bruning joined via Zoom at 5:49 p.m.

1. Discussion, consideration, and possible action regarding Ordinances vacating and/or abandoning, closing, and sale of an alley in Blocks 15,16,25, and 26 J.J. Farr East End Addition
   Tom Loper spoke regarding this item and gave a history of the alleyways and properties presented for the abandonment. Mr. Loper explained that in the past, a quick claim deed was used to abandon the alleyway and asked Council to use the same procedure that was used in past meetings.
   MOTION by George Freas and **SECOND** by Stuart Mann to abandon the alleyways in Blocks 15, 16, 25, and 26 J.J. Farr East End Addition and execute the quick claim deeds. **MOTION CARRIED** by the following votes:
   AYES: George Freas, Stuart Mann, Candace Scholz, Lauri Mapes
   ABSTENTION: Richard Bruning

2. Discussion, consideration, and possible action regarding creating a policy/procedure that all department heads or their designee shall have a draft budget expenditure for their department for the next fiscal year, turned in before July 15th
MOTION by Richard Bruning and **SECOND** by Lauri Mapes to create a policy/procedure to have department heads or designee to have a draft budget for their department for the next fiscal year turned in before July 15th. **MOTION CARRIED** by unanimous vote.

BUDGET WORKSHOP

3. Discussion regarding Public Works Budget

4. Discussion regarding Development Services Budget

5. Discussion regarding Law Enforcement Budget

6. Discussion regarding Administration Budget

Mayor Boles called for a Break at 7:26 p.m. and reconvened at 7:28 p.m.

7. Discussion regarding CVB Budget

MAYOR AND COUNCIL MEMBER REPORTS

EXECUTIVE SESSION

In accordance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with:

8. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: Interim City Administrator

9. Section 551.071 Consultation with Attorney – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: **Interlocal Agreements**

10. Section 551.074 Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: **City Administrator**

Mayor Boles adjourned the regular session at 7:40 p.m. and called to order the executive session at 7:44 p.m.
Mayor Boles adjourned the executive session at 8:34 p.m. and called to order the regular session at 8:36 p.m.

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

11. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – Interim City Administrator

The Council directed Human Resources to work with the interim for the duration until the position of City Administrator is filled.

12. Discussion, consideration, and possible action regarding matters discussed in Executive Session - Section 551.071 Consultation with Attorney – Interlocal Agreements
The Council directed the Attorney to make the adjustments to the Interlocal Agreement as directed.

13. Discussion, consideration, and possible action regarding matters discussed in Executive Session – Section 551.074 Personnel Matters – City Administrator
The Council directed Human Resources to conduct a search for the position of City Administrator, focusing on viable candidates.

ADJOURN
Mayor Boles adjourned the meeting at 8:37 p.m.

Note: The Glen Rose City Council may convene into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). for a purpose, such closed session is allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

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APPROVED:

_____
Joe Boles, Mayor

ATTEST:

_____
Veronica Welch, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Consider approval or other action regarding the accounts payable report for August 2025		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	09/01/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	September 9, 2025		
AGENDA SUBJECT:	Consider approval or other action regarding the financial report for August 2025		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	09/01/2025
EXHIBITS:	1. Budget Report 2. Cash and Investment Report 3. General Ledger Report 4. Sales and Use Tax Report 5. Utility Billing Report		
BUDGETARY IMPACT:	**Required Expenditure:**	$00.00	
	Amount Budgeted:	$00.00	
	Appropriation Required:	$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

PUBLIC WORKS REPORT

Jim Holder, Director

POLICE DEPARTMENT REPORT

Buck Martin, Chief of Police

DEVELOPMENT SERVICES DEPARTMENT

ALISON COUCH

CODE ENFORCEMENT AND ANIMAL CONTROL REPORTS

CONVENTION AND VISITORS BUREAU REPORT
TEX TOLER, CVB DIRECTOR

CITY SECRETARY'S REPORT

Veronica Welch

CITY ADMINISTRATOR'S REPORT

Jim Holder, Interim City Administrator

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	August 26, 2025		
AGENDA SUBJECT:	**EXECUTIVE SESSION - Section 551.071 Consultation with Attorney** – to seek advice from its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with this chapter: **Interlocal Agreements**		
PREPARED BY:	Stuart Mann, Mayor Pro Tem	**DATE SUBMITTED:**	08/04/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	August 26, 2025		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding matters discussed in Executive Session - Section 551.071 Consultation with Attorney – Interlocal Agreements		
PREPARED BY:	Veronica Welch, City Secretary	**DATE SUBMITTED:**	08/04/2025
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION: